



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MAHARANI KISHORI JAT KANYA MAHAVIDYALAYA
Name of the head of the Institution		Dr Rashmi Lohchab
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01262274660
Mobile no.		8059555595
Registered Email		mkjkmrtk@gmail.com
Alternate Email		mkjkc@rediffmail.com
Address		Delhi road
City/Town		Rohtak
State/UT		Haryana
Pincode		124001

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr Seema</b>
Phone no/Alternate Phone no.	<b>01262274660</b>
Mobile no.	<b>9416945908</b>
Registered Email	<b>mkjkmrtk@gmail.com</b>
Alternate Email	<b>mkjkc@rediffmail.com</b>

**3. Website Address**

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.mkjkcollege.org/default.aspx?articlaID=151&amp;articleName=SSR%20For%20NAA&amp;menuID=345">http://www.mkjkcollege.org/default.aspx?articlaID=151&amp;articleName=SSR%20For%20NAA&amp;menuID=345</a>
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<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
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if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.mkjkcollege.org/">http://www.mkjkcollege.org/</a>
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**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>70.25</b>	<b>2003</b>	<b>21-Mar-2003</b>	<b>20-Mar-2008</b>
<b>2</b>	<b>A</b>	<b>3.02</b>	<b>2016</b>	<b>05-Nov-2016</b>	<b>04-Nov-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>02-Dec-2013</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Induction program in the beginning of the session	18-Aug-2018 3	890
Mentor-mentee session to discuss and interact with students	06-Sep-2018 1	2578
Organized Convocation ceremony	21-Sep-2018 1	722
Health Checkup camp for students and staff in the college	21-Jan-2019 1	200
Annual Academic and co-curricular activities calendar was framed	12-Oct-2018 1	2678
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MKJK COLLEGE	RUSA	RUSA	2018 1	20000000
Directorate of Higher Education	Salary	State	2018 1	45300000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	

1. For social outreach program, A village named Kheri Sadh in Rohtak district was adopted. 2. Intercollege quiz competitions were organized by various departments. 3. Various Field visits related to Historical Places, organic farming, Self Help Group(SHG), business Houses etc were organised. 4. Rs 33287 was collected by Sukarma Society(welfare group of the college) to pay fees for needy students. 5. Meditation session for students and staff for three days during orientation session.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Getting RUSA grant for the college	The RUSA grant of Rs 2 crore for the college has been already sanctioned
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Jat Education Society Regd.	12-Oct-2018

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

03-Oct-2016

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

27-Feb-2019

**17. Does the Institution have Management Information System ?**

No

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has developed a structured and effective implementation of the

curriculum. The institution is affiliated to MDU Rohtak and strictly follows the syllabus regime and guidelines prescribed by MD University Rohtak. The latest syllabus of all the classes and subjects along with calendars of academic, cultural and sports activities is provided by the affiliating university through its website in the beginning of each session. The curriculum specified by the M.D. University Rohtak is effectively imparted to students with the support of university and institutions through well planned semester wise academic calendar. M.D. University keeps on changing the syllabi of various courses from time to time, keeping in view the need and requirements of students, market scenario and practical validity after having discussions in the meeting of Board of studies. Following are the various means through which the curriculum is executed.

**Academic calendar:** Academic calendar is prepared as per M.D. University, Rohtak academic schedule and the requirements at the college level as per the action plans framed. **Structured Time Table:** A very systematic and structured time table has been designed for each and every department in the beginning of session so that the teacher can manage their classes properly. **Lesson plan:** Teachers make lesson plans from the syllabus and deliver lectures according to this plan and adhere to it properly. All the information regarding syllabus, revision plans, field visits and class tests is mentioned in lesson Plans. Lesson plans are also displayed on notice Boards. Lesson plan also includes course outcomes, course objectives, content topics, references books. **Assignments and field visit:** For effective operationalization of the curriculum, various numbers of projects and assignments are offered to the students to create an insight and practical knowledge of their concerned subjects. The institution monitors the progress and performance of students through frequent class tests, assignments, debate, group discussion and quiz competition and the final semester examination held by M.D.U. The record of progress of the students is well documented and intimated to their parents also. **Smart class Rooms and E learning resources:** A part from conventional teaching methods, the faculty members are encouraged and motivated to utilize the smart class rooms, and e-learning resources. We have fully automated library with adequate space for internet browsing, photocopying and adequate study material like text books, reference books, journals, magazines, Newspapers, and other competitive and motivational books etc. for staff and students. All the staff and students have access to inflibnet and delnet. **Systematic Monitoring System:** The Principal holds meeting from to time for proper monitoring and progression of curriculum. The principal holds meeting from to time to analyse and discuss about progression of syllabi and give guidance for making it more effective and paper if needed. Few of our Add-on courses like Diploma and other certificate courses introduced by us are totally run by our institution and in consultation with the concerned education partner i.e. M.D.University, Rohtak. The details of such courses are also available on college website for students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Geography	35
BA	NSS Swachh Bharat	50
BA	Self Help group Survey	40
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has adopted feedback system to analyse for optimum utilization of the college resource. Feedback is regularly collected from students, teachers, Alumni and parents. A good number of the respondents are selected in each category of stakeholders from the college through random sampling technique to collect feedback from them. The college collects the feedback on prescribed Performa by framing a structured questionnaire (see annexure) Average score has been calculated by analyzing every aspect. The collected Performa are analyzed and discussed by the Principal and faculty members. After analyzing the feedback forms, all the aspects, whose average score is low, are being reviewed and accordingly corrective and improvement measures are taken for the holistic development of the students and over all development of the institution.

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Pass Course	400	1280	328
BCom	Pass Course	60	90	40
BSc	Medical, nonmedical, Sports Science	400	700	467
BPEd	Physical education	50	140	50
MPED	Physical education	40	50	28
MCom	Commerce	60	100	59
MA	English, Geography, Yoga Science	140	120	92
PG Diploma	Yoga Science	80	50	27

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2124	454	29	2	5

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
36	20	200	6	6	2
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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A mentor provides support, a sounding board, knowledge, encouragement, guidance and constructive feedback to the mentee by developing a genuine interest in the growth of their abilities and talents. A Teacher can be a role model in shaping the future of students. To implement this philosophy, the mentor – Mentee system is adopted by the institution to provide guidance and counseling to students on academic, cocurricular activities and personal issues and to foster a close and constructive professional relationship between student and staff and make them excited about learning and encouraging them to pursue their dreams. This scheme is adopted in the institution for the value additions and to provide support to the students like bridging the gap between the teachers so that the students can approach any time on any issues with their mentor. Mentor motivates the students for higher studies and entrepreneurship. Student Mentormentee: All the students of the college are divided into different groups and one faculty member has been assigned as a mentor over 4050 students. Mentor

records the file of all the assigned students regarding their academic performance, participation in extra curricular activities, achievements, and any other initiatives taken by the students. The students are encouraged to keep contact with their mentors for guidance on any issues, aspects and sharing their problems etc. for finding solution, improving their studies and grade etc. Regular meeting were held between mentor and mentee. Mentor establishes consistent communication with the parents and intimates them the attendance of their wards in the classes and overall progress of the students. Our college also acknowledges the vital role played by the senior students who act as mentor for their juniors by providing invaluable help in their studies, assignments and encouraging them for their active participation in cocurricular activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2578	36	1:72

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	36	6	4	22

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms Sofiya	Assistant Professor	Best NSS Program Officer at Univ Level 201819
2019	Dr Hemlata	Assistant Professor	Best Team manager, Six a side Cricket
2019	Ms Saroj Kadian	Associate Professor	Univ Award in Appreciation of Devoted Services in YRC 201819
2019	Dr Rashmi Lohchab	Principal(in-charge)	Chairperson in National Seminar Sponsored by DGHE at Gaur Brahman Degree College, Rohtak
2019	Dr Rashmi Lohchab	Principal(in-charge)	Univ Award in Appreciation of Devoted Services in YRC 201819
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination



MA	MAG	Semester	24/05/2019	04/06/2019
MA	MAE	Semester	20/05/2019	04/06/2019
MPEd	MP04	semester	20/05/2019	10/06/2019
MA	MAYog	semester	24/05/2019	10/07/2019
MCom	MC02	semester	24/05/2019	11/07/2019
BA	BA02	semester	01/05/2019	29/06/2019
BA	BA04	semester	04/05/2019	30/06/2019
BA	BA06	semester	09/05/2019	03/06/2019
BCom	BC02	semester	01/05/2019	29/06/2019
BCom	BC04	semester	02/05/2019	29/06/2019
BCom	BC06	semester	01/05/2019	22/06/2019
BSc	BS02	semester	20/05/2019	29/06/2019
BSc	BS04	semester	02/05/2019	30/06/2019
BSc	BS06	semester	08/05/2019	03/06/2019
BPED	BP02	semester	16/05/2019	01/07/2019
BPED	BP04	semester	16/05/2019	25/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance and mechanism of Internal Assessment is Transparent and robust in terms of frequency and variety. As a part of effective educational strategy and mechanism, the college has adopted continuous internal evaluation system to assess the students on each and every aspect. The continuous internal evaluation system as adopted by the institution has two components : 1. The continuous Internal Evaluation. 2. The End Semester exam for effective implementation of continuous internal evaluation system at the institutional level. The college being affiliated with M.D.U.adheres to follow the process specified by the university. In the last few years, M.D. University has introduced internal assessment system for all the colleges. Since the internal assessment is a part of the university. Evaluation process: the marks are to be forwarded to the university after conducting the assessment by every department for every subject. It is ensured at the institutional level that the internal assessment is conducted strictly as per the university norms. The continuous internal assessment of students is analyzed through assignment, test, quiz programs, seminars, debates, group discussions, field survey and projects. Students are encouraged to participate in curricular and extracurricular activities, different competitions and cultural events and sports activities. The internal Evaluation of students is adopted by the teachers at college level. The college faculty motivates the students to attend regular classes and for active participation in different activities. The evaluation methods are informed to the students well in advance through the induction programmes conducted by the departments. IQAC coordinator directly contact with the stakeholders, taking feed back in an informal way. Moreover, the interest of students in lecture and the attendance recorded in each lecture is taken as automatic signals of feedback. In case of any deviant altitude of faculty towards students is reported, such reports are analyzed carefully and after cross checking the same, remedial measures are taken.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared in the college for two combined academic semesters, July to December and January to June every year. The broad framework of academic calendar is provided by M.D.University, Rohtak. In the beginning of the session, university provides the schedule of activities like date of admission, commencement of classes for odd semester, examination of odd semester, term breaks/vacations and commencement of classes for even semesters. The institution adhered to this academic plan for admission, classes, term break and examination. M.D.U also issues the calendar of sports activities, practical examination, NSS, Youth Red Cross and cultural activities. The NCC activities calendar is issued by NCC unit of 2nd Haryana Girls Battalion Rohtak. Besides all these, the IQAC of the college has also framed annual calendar for academic and cocurricular activities for every session. The detail of academic and cocurricular activities is prepared by all the departments and conveners of various cells which is further submitted to IQAC coordinator and then the IQAC Coordinator discusses all activities in a meeting. A centralized academic and cocurricular calendar is prepared.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://mdu.ac.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA06	BA	PAss course	213	108	50
BC06	BCom	pass course	48	34	70.83
MA04	MA	English	18	10	55.5
MA04G	MA	Geography	26	7	26.9
PGD02	PG Diploma	Yoga	27	24	89
MP04	MPed	Physical Edu	28	20	71.4
BP04	BPed	Physical edu	49	43	87.75
BS06	BSc	Pass	359	206	57.38

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.mkjkcollege.org/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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No Data Entered/Not Applicable !!!

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Sociology	2	0
National	Sociology	2	0
International	Physics	1	0
International	Commerce	3	0
International	Geography	4	0
International	Political science	1	0
International	Physical Education	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	8
Presented papers	6	18	1	0
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## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Health Checkup camp	Youth Red Cross	4	200
District Level YRC Training camp	Jat college Rohtak	0	4
YRC Training	Gaur Brahman Degree College Rohtak	0	8
Poster making and speech Competition on HIV AIDS	YRC	2	70
Swachta Pakhwara	NSS	2	50
Beauty tips for teenager	NSS	3	100
NSS Day Celebration	NSS	2	200
Surajkund Craft Fair	Commerce	6	60
Mehndi Training , Art and craft training Kherisadh	Univ Outreach Programme	2	15
7 days Camp	NSS	2	100
Survey and Interaction with Self Help Group of	Sociology, Economics	4	40

Women at Dighal Village			
Visit to Psychology dept, MDU	Psychology Dept	1	38
Rally on Green Plantation	NCC,MDU Rohtak	1	57
Rally on Cleanliness	NCC	1	38
ATC Camp	MDU Rohtak	1	57
ATC Camp	Rajiv Gandhi Stadium Rohtak	1	37
Paryatan Parv	Haryana Tourism Corporation, Tilyar Lake Rohtak	3	17
Field Visit Indoor Farming	Chaudhry Organic farms , Nr Sampla	5	30
Visit to Baba Mastnath Math	Dept of History	2	18
Visit to Arsh Mahavidyalaya Gurukul,Jhajjar	Dept of Sanskrit	2	28
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Poetic Recitation Hindi	2nd	Zonal Youth Fest MDU Rohtak	1
Poetic recitation English	3rd	Zonal Youth Fest MDU Rohtak	1
Poetic Recitation Urdu	3rd	Zonal Youth Fest MDU Rohtak	1
Folk Dance Haryanvi	3rd	Zonal Youth Fest MDU Rohtak	7
One Act Play Hindi	Best Actress	Zonal Youth Fest MDU Rohtak	1
One Act Play Sanskrit	Best Actress	Zonal Youth Fest MDU Rohtak	1
Haryanvi Group Song	1st	CR Celebration	7
Declamation	1st	CR Celebration	1
Haryanvi Poem Recitation	3rd	CR Celebration	1
Lokgeet Raagni	3rd	CR Celebration	1
Rangoli	3rd	CR Celebration	1
Slogan	1st	District Level Legal Literacy Competition	1

Debate	2nd	District Level Legal Literacy Competition	1
Skit	3rd	District Level Legal Literacy Competition	7
Slogan	1st	Divisional Legal Literacy Competition	1
Intercollege Quiz Commerce	1st	MKJK College Rohtak	3
Intercollege Quiz Science	1st	MKJK College Rohtak	3
Intercollege Quiz Geography	1st	MKJK College Rohtak	3
Intercollege Quiz Psychology	3rd	MKJK College Rohtak	3
Firing	Silver Medal	DG Camp NCC Delhi	1
NSS Activities	Best NSS PO	MDU	100
YRC	Appreciation of devoted services in YRC 201819	MDU	50
Poetic recitation Haryanvi	1st	Zonal Youth Fest MDU Rohtak	1
One Act Play Hindi	1st	Zonal Youth Fest MDU Rohtak	9
Elocution	1st	Zonal Youth Fest MDU Rohtak	1
One Act Play Sanskrit	2nd	Zonal Youth Fest MDU Rohtak	7
Group Song Sing for Parents	2nd	Zonal Youth Fest MDU Rohtak	6
ATC NCC	First Prize in Quiz, Second Prize in Singing, Dance, Third in Poster Making, Tug of War, Special Prize in Best Anchoring, Piloting	MDU	20
National Integrity Camp Hyderabad	participation	NCC	3
Army Attachment Camp	Participation	NCC	2
Trekking Camp Ajmer	participation	NCC	7
Personality Development Camp Punjab	Participation	NCC	5
Combined ATC Devsar	Participation	NCC	6

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS	Swachh Bharat Summer Internship	2	50
University outreach programme	MDU	Rally on Beti Bachao Beti Padhao	2	15
YRC	Youth red cross	Poster making and speech Competition on HIV AIDS	2	70
NSS	MDU	Sexual harassment at work place	2	100
NSS	PGIMS	Health and Hygiene of girls	2	100
Women cell	NSS	Oath Ceremony on Honour Killing and Girls Safety	30	350
Legal Literacy	Legal Cell	Motivational Lecture on Domestic Violence	4	80
YRC	MDU	Anaemia: Cause and Cure Programme	2	41
Women Cell	Women Cell	Poster Making on Women Empowerment	2	14
NSS	NSS	Beauty tips for teenagers	3	100
NSS	NSS	Zero Budget Natural Farming: Ek Jawan Ek Kisan	3	100
Baatein Aman ki	Stay at MKJK Campus	Baatein Aman ki: Journeys across the nation campaign	64	1160
Sociology and Economics Dept	MDU	Women Empowerment and Role of Self help Group	4	40

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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7	6.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2015



#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14520	1544095	358	86756	14878	1630851
Reference Books	2712	451323	5	1340	2717	452663
e-Books	100000	5900	0	0	100000	5900
Journals	28	52925	0	0	28	52925
Digital Database	4600	13570	0	0	4600	13570
CD & Video	150	0	0	0	150	0
Library Automation	0	250000	0	11500	0	261500
Weeding (hard & soft)	2317	86720	81	14690	2398	101410
Others (specify)	0	0	43	17348	43	17348
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	120	85	80	10	0	10	15	10	20
Added	0	0	0	0	0	0	0	0	0
Total	120	85	80	10	0	10	15	10	20

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS
--------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
35	3556045	13	1330798

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Being a Govt. Aided college, the maintenance and upkeep of infrastructure is undertaken by college funds and grant received from various funding agencies for the purpose. The college campus is spread over vast area of 12.5 Acres with natural surroundings. The campus security and maintenance is monitored through surveillance cameras. The college has 34 number of Rooms with all required facilities like, furniture, lightnings, fans, and Black/ white boards etc, with proper ventilation space adequate for each student. The college engages a retired XEN for maintenance of building as technical expert as and when required. Regular cleaning and maintenance is carried out by sweepers appointed in college and hostel. One of our senior faculty members has been deputed as property incharge of the college. She maintains and takes care of the record of all equipments purchased in the college. The college has 20 laboratories with all required facilities and instruments. Each laboratory has its own lab attendant to record and maintain the equipment and other items. A personal stock register for the department is also maintained by all the departments to record all purchased items for laboratory. All the students are divided into different batches so that every student can avail facility. Practicals are conducted in morning and afternoon session for maximum utilization of laboratory space and facility. The library of the college is fully automated with Soul 2.0 Software with all necessary required computers and internet. Regular dusting and cleaning is done on regular basis. Annual maintenance contracts of Rs 11800/ are done for software maintenance used in the library. Pest control is carried out to secure and increase the life of valuables resources of library. Proper ventilation is done so as to maintain dry environment. Regular dusting and cleaning is done every day. Furniture and other items are repaired as per requirement. Computers are distributed in the departments, office, library, labs and for administrative work as per the requirement and load of the work. Computers are connected through LAN and high speed internet facility. The College has multisports Facilities with number of Play grounds for various sports. The college has base ball, Soft ball, 200 meter Mud Track. Basket ball ,Kho Kho, Kabaddi , Hand ball Play grounds ,and Boxing ring, wrestling ,Judo and Yoga Mattress, Physiotherapy lab etc. Proper maintenance of various sports grounds are done by ground man and on daily wages when required proper cleaning and dusting of grounds is done on regular basis. The College has a vast hostel being run over on self finance basis 105 Rooms of the Hostel have the capacity of accommodating 450 Students. The Hostel has its own administrative staff to control and maintain the Hostel Building and facilities for girl's security. The Hostel building is monitored through surveillance cameras and day night watchman. The Hostel accommodation is provided on very economical rates. The Hostel facility has proved itself a boon to the girls, as they have got a respite from hectic schedule of commuting.

<http://www.mkjkcollege.org/>

## **CRITERION V – STUDENT SUPPORT AND PROGRESSION**

### **5.1 – Student Support**

#### **5.1.1 – Scholarships and Financial Support**

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	98	532372
Financial Support from Other Sources			
a) National	SC, POSE, Chhotu Ram	28	388710
b) International	No	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Educational Trip	11/02/2019	60	Surajkund Fair
Health Checkup Camp YRC	21/01/2019	200	Kainos Hospital
Indoor Farming	06/04/2019	15	Ch. Organic Farms, Sampla
Self help Group Visit	29/03/2019	20	SHG Dighal
Motivational Lecture on Career Counselling	16/08/2018	100	Career Heights
Extension Lecture on Career in Mathematics	24/08/2018	210	Mathematics Society
Meditation Session	06/08/2018	85	Heartfulness, Shri Ram Chander Mission
State Level Yoga Programme	20/06/2019	850	Haryana Govt
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	15

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Education, ITBP, Railway	40	7
No file uploaded.					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
Any Other	18
No file uploaded.	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Talent search	Institute level	150
Teej festival	Institute Level	50
Volleyball Tournament	Intercollege	12
Basketball Tournament	Intercollege	12
Netball Tournament	Intercollege	12
Annual Sports Meet	Institute Level	375
Mathematical Rangoli	Institute level	39
Poster making Competition on health and Hygiene By Women cell	Institute level	14
No file uploaded.		

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	College Sports	National	33	0	0	0

	General Trophy					
2018	Gold	International	1	0	2399820005	Komal
2018	Gold	International	1	0	2288020033	Kirshna Yadav
2018	Gold	International	1	0	2288020044	Dipti Rani
2018	Gold	International	1	0	1662320010	Hema
2018	Silver	International	1	0	2287620305	Anamika
2018	Bronze	International	1	0	1552120051	Jony
2018	Gold	National	16	0	0	0
2018	Silver	National	7	0	0	0
2018	Bronze	National	3	0	0	0
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Haryana government ordered for formal election for student council in session 2018 2019. As a result, the student council of the college was elected in October 2018 consisting of office bearers President, Vice President, Secretary, Joint Secretary, five Executive members and 27 class representatives from different classes and courses. It provides opportunities to develop leadership by organizing and carrying out the college activities and also develop faculty and community relationships. The Student council also helps in maintaining academic discipline. Apart from this the college always tries to encourage and motivate the students for their participation in various college activities. We have student representatives in IQAC committee , Magazine committee, cultural committee, women cell, NCC, NSS, legal cell, gender champions, Election awareness and in different Societies of the department. In fact, some of the activities have been handled by the Students themselves like.

1. To assist the new students in admission.
2. Campaign for carrying ID Card among the students in August 2018
3. Celebration of Teej festival(3.08.2018)
4. Oath ceremony on honour killing and girls safety in August 2018
5. Organized fresher and farewell parties in their departments.
6. The college Magazine - Mahila Manisha which is published every year, the student section of this magazine is edited by the student editor.
7. Assist the faculty members in organizing Educational tours and field visits.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

295

5.4.3 – Alumni contribution during the year (in Rupees) :

0

#### 5.4.4 – Meetings/activities organized by Alumni Association :

Meeting of Alumni Committee was held on 10 April 2018 to enhance the role of alumni in college development.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college focuses on decentralized inclusive management rather than centralized exclusive administration. The management and Principal of the college always promote a culture of decentralization and participative management in most of the activities of the college. To name of the two practices for example are: 1. Decentralization in Academic Functioning The College has a mechanism for delegating authority and providing operational autonomy to inculcate the culture of collective responsibilities amongst its faculty members. The college delegates authority and provides operational autonomy at various levels. At Principal level, the governing body delegates all the academic and operational decisions based on policy to a committee headed by the Principal in order to fulfill the vision and mission of the institute. The management also motivates teaching faculty for improving the effectiveness and efficiency of Institutional process by giving them full freedom in decision making within Jurisdictions. Each faculty (B.Sc, Commerce, Arts, Sports etc.) has freedom to prepare its academic Plans and schedule of activities, Time Table, designing and assigning of student projects, to conduct workshop/ Extension lectures, field visits and Educational tours etc. Moreover, all kinds of possible help is provided to faculty members by the college and management to improve their knowledge in their respective areas and full autonomy is provided in their class rooms and tutorials. They are encouraged to attend national and international seminars / Workshops/Conferences.

Decentralization in student support and progression: The other Practice of the college regarding decentralization apart from Academic process is that there is a large number of committees at college level to develop leadership skills and qualitative exposure of the Students. At principal level, the governing body of the college delegates all the administrative powers to constitute various committees which are required for holistic development personality of students. To make administration and management participative, the college has various committees like Advisory council, academic council, discipline committee, Youth Red Cross Society , Hostel Committee, Women Cell, Magazine Committee, Legal Literacy Cell, Election awareness Cell, Guidance Counseling Cell, NSS, NCC, Gender champions, Beti Bachao Beti Padhao, Anti Sexual Harassment committee, Library advisory committee, Employment Cell, Grievance Redressal Cell and Horticulture committee and many more. All the committee work is done independently by the staff members under the guidance of the principal in their respective areas. In the periodical meetings with the principal, the various committees discuss the outcomes and problems pertaining to the students as well as other issues of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	<ul style="list-style-type: none"><li>• The College identifies the skills ,aptitude, physical and intellectual</li></ul>

capabilities of its staff members (teaching and non - teaching).

Accordingly various kinds of responsibilities are assigned to them so that their potential may be utilized in the best manner. All the Faculty and Staff are also recruited by duly framed selection committee (As per norms of M.D.U, and State govt. and UGC) and fair chance of development is provided to all selected candidates. Welfare of the Human Resources is up held with:

- Spiritual Training programs are regularly organized for staff and students to enrich their lives.
- Encourages faculty members to take part in orientation/ refreshers courses/ Seminars workshops/ conferences and short term courses.
- Sabbaticals for Research work.
- Provision of loan Facility.
- Reimbursement of participation fee for conferences/ Seminar/ Workshops.
- Women's day, Yoga Day, celebration of Teej, Holi, and Organize Diwali mela every year

Library, ICT and Physical Infrastructure / Instrumentation

The college focuses both on qualitative and quantitative development of the college i.e. to improve the academic ambience and human and physical infrastructure of the college. The college has Arts block, Science block, commerce Block, PG Block and separate Physical Education Block . Two Hostels, Staff Rooms for various faculty, Principal office, administrative office , computer labs, cafeteria, separate toilets with all facilities for divyangs, Athletic track, proper parking space for students, multipurpose hall and a seminar hall with all required and high tech facilities. There are two electric generator sets to provide uninterrupted power supply to the college. The college has a very spacious library building with library office, reading room for staff and students, stack rooms, periodical section and competitive collection section , IT zone and store. The library is fully automated with SOUL 2.0 and eresources link inflibnet and DELNET and internet access to students and staff. To facilitate ICT, we have five smart class rooms, WiFi campus, separate computer labs for various faculties, printing, scanning, downloading and photo copying facility are also available in principal office,

administrative office, library, and laboratories .CCTV cameras are installed in every nook and corner to enhance safety and security. The college has electronic biometric and online system to record the employees attendance. Apart from this, college has five big lawns with thousands of plants and flowers and a big botanical garden with enormous herbal plants.

Examination and Evaluation

The college is affiliated to M.D. University, Rohtak and has to follow the prescribed schedule of M.D. University for external examination. M.D.U has introduced semester system and internal assessment system. The internal assessment is done by the faculty members on the basis of student performance in class test, assignments, quiz competition, group discussions, debate, attendance etc. Normally out of 100 percent marks of each subject, the University conducts end semester examination for 80 marks and balance 20 percent marks are left for the college to be awarded and submitted to the university for each semester for each of the subjects as per the designed curriculum. The college runs authorized spot evaluation centre of M.D. University, Rohtak. Teachers who have got requisite experience from our colleges as well as from outside colleges are invited to take part in the evaluation process effectively.

Admission of Students

The college is equipped to provide all admission facilities under one roof. Admissions in the college are carried out as per the policies and procedures of M.D. University Rohtak. However from 201718 the admission process has been centralized by the DGHE, Haryana. Through this scheme, all the prospective students need to fill their admission application from directly online on the DGHE Portal. The Portal provides the facility of choosing their preference of college and the course. The counseling desks comprising faculty and senior students from different programs is set up in the campus to assist and guide the admission seekers regarding process of online admission, outcomes of respective courses and also about addon course which are supplementary to the chosen course. The Students are also assisted in post



	admission procedure if they wish to change the subject, course or faculty
Industry Interaction / Collaboration	The college organizes educational tours for students to visit Small Help groups, small scale industries, export houses in NCR.
Curriculum Development	<p>The Core concern of the institution is to attain and sustain quality teaching and learning so that they themselves may avail job opportunities and become self dependent in today's competitive Scenario. The curricula of various courses are designed by the M.D. University and the college has to follow it. Some of our staff members are linked with various boards of studies for syllabi framing. They participate in the meetings Called by the University boards of Studies for an effective curriculum delivery. Central time table is designed and distributed to all the faculty members so that the classes can be conducted in a systematic way. Various teaching aids are used to make curriculum delivery more effective and systematic like lesson plans, assignments, group presentation for participative learning, class test, group discussion and role playing etc. Add - on - Courses: The college has also some Diploma and certificate courses- i.e. Art and Craft and Apparel and dress designing which the college has initiated on its own. These courses have also been approved by M.D. University, Rohtak. Their syllabi is designed by the college and finally approved by the university. The syllabus of these courses have been framed keeping in view the demand of the market and Job opportunities.</p>
Teaching and Learning	At the beginning of each Semester, the central timetable is designed and distributed to all faculty members. All the teachers prepare their lesson plans for each subjects which is displayed on notice boards and websites and announced to the students in the classes. The teachers use the white boards and smart boards for teaching to make effective operationalization of the curriculum. The students are given practical experiences by offering them a number of projects in their concerned subjects and providing them facility for educational tours, surveys, field

visits to Industry, rural community and historical places etc. Through various kinds of audio - visual Aids and extension lectures, efforts are made to improve the communication skills of students and their indepth knowledge pertaining to the subject. In every month,two Mentor Mentee Classes are also conducted to take up the problems and grievance of the students and corrective measures are taken to sort out their issues. For effective teaching and learning, information technology is also leveraged.Various kinds of ICT facilities like computers, WiFi, e - journals, smart class rooms, are used for effective delivery of lectures, All labs are equipped with all required equipments, internet and required software I.e. GIS, CAD.Slow and Fast learners are identified in the beginning of the session and special classes are arranged for them.

**Research and Development**

To sustain the culture of research in the college the following measures are taken by institution:

- The institute facilitates the necessary support to the faculty members for guiding and carrying out research activities in various departments.
- The proposals from all departments are invited for organizing national/ international Seminar/ Workshops/ Conference and other research projects.
- The faculty members are motivated to publish research papers in peer reviewed journals.
- Students are also motivated and encouraged to involve in research projects and activities.
- Our college also participates in such platforms provided by other institutions or agencies and provides generous funds and academic leave for such faculty members.
- The college has also provided the funds for research projects and surveys which are conducted by P.G. Classes, every year.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governace area	Details
<p><b>Planning and Development</b></p>	<p>The academic and annual calendar of the college is designed in the beginning of the session and also uploaded on college website by IQAC. All online and computerized functioning is done during admission to practice transparency. Library is fully automated with SOUL.2</p>

and eresources link INFLIBNET and DELNET .Computerized issuing and returning of books is done. The Institutional data is uploaded on AISHE Portal every year.

Administration

The college has computerized records of all the enrolled students in various courses. The attendance of the Principal, teaching and nonteaching staff members are also digital through electronically Biometric Attendance system. The recruitment applications of the teaching and non teaching staff are covered under the system. All the information about various activities and programs is given through club messages to faculty members and students.To bring faster and transparent services delivery, complete student records are electronically stored and retrieved. All communications with affiliating university regarding students (Registration, Enrollment etc) and faculty is done through university portal and email. Most of the administrative work is also stored and retrieved electronically.

Finance and Accounts

The college is Govt. Aided institute and receives salary grants through online from govt. of Haryana. Most of quotation for purchasing are invited through online mode. Various payments were made by institution through electronic system. Institute maintains the various grants received from funding agencies on PFMS.

Student Admission and Support

The admission system of the students has been fully computerized for the last few years. Students can check their admission status on a single click. Payment of admission fees of students is also done by challan /e-banking. There is a system of sending mass message through SMS to students for information regarding admission and other activities. The admission committee of teachers and senior students is also constituted for admission assistance. The Counseling desk comprising of faculty from different programs is also set up in the campus for assisting and guiding the admission seekers. Three days induction programme is conducted for the freshers to acquaint them with the college rules, regulations and

	facilities. Antiragging policy is strictly implemented in the college campus.
<b>Examination</b>	The examination system has also been fully computerized and has become a total paperless function. All the details, procedure regarding examination date sheets, admit cards, exam notices, practical exam, date sheets and exam results are done through online by affiliating university and college. The internal evaluation marks and practical examination awards are uploaded on the university portal directly by the college.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	15/05/2019	04/06/2019	21
Refresher Course	1	25/06/2019	24/07/2019	30
NRDMS DST level 1 Geography	1	27/05/2019	16/06/2019	21
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Sabbaticals for research work like Ph.D and for attending conferences and seminars.</p> <p>2. Provision for advance against PF as well as loan facility</p> <p>3. Health checkup camp for faculty.</p> <p>4. Maternity leave and lactation break as per Haryana Govt. Norms.</p> <p>5. Reimbursement of participation fee when required</p> <p>conferences/seminar etc.</p> <p>6. Celebration of traditional festivals like Teej/Diwali/Holi/ etc.</p> <p>7. Special greetings on birthdays and marriage Anniversaries of the Staff.</p> <p>8. Organized meditation sessions to release stress.</p> <p>9. TA/DA provisions for teachers.</p>	<ul style="list-style-type: none"> <li>• Provision for advance against PF for marriage and children's education.</li> <li>• Maternity leave</li> <li>• HRA and other allowances as per Haryana Govt.</li> <li>• Annual increments.</li> <li>• Financial help by teaching staff in belongingness.</li> <li>• Loan facility</li> </ul>	<ul style="list-style-type: none"> <li>• Fee concession for needy students.</li> <li>• Provide financial help through Sukarma society (a welfare group of students and employees.)</li> <li>• Provision of payment of fees in installments.</li> <li>• Freeship in hostel for outstanding sports persons.</li> <li>• Book Bank facilities</li> <li>• Support for making voter cards.</li> <li>• Support for bus train passes on concessional basis.</li> <li>• Organized field visit/ outdoor and Educational trips amount of Rs 26844 was spent on these visits.</li> <li>• CR Celebration Amount of Rs 105900 was spent in 201819.</li> <li>• Annual Athletic meet - Amount Rs 150070 was spent on this meet in 201819.</li> <li>• Cash prize for outstanding achievements in academics, Cultural/national and international sports etc.</li> <li>An Amount of Rs 355600 was given to the students in 201819.</li> <li>• To motivate the students to participate in Youth festivals and other cultural activities. An amount of Rs 821627 was spent for youth festival in 201819.</li> <li>• Convocation ceremony Amount of Rs 335079 was spent for this ceremony in 201819.</li> <li>• Organized Library user programmer for new comers.</li> <li>• Provide help in competitive exams and skill Development programs through interaction with coaching</li> </ul>

centers. • Provide Uniform and sports kit for various games to the students. • Organized various coaching camps for sports. Beauty Training for students in the college campus in session 201819

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external audits regularly and all the accounts of the college are properly audited. Following are the types of audit:  
 1. General audit of all accounts by the C.A engaged by the institution. 2. Amalgamated fund is audited by the M.D.University, Rohtak on annual basis. 3. Salary account is audited by audit General Dept. and DGHE Haryana. • All the payments are made after due sanction from principal up to Rs 10,000/ and by administrator greater then Rs 10000/ . All bills are properly checked by accountant and bursar and then passed by the principal before payments are made. • Utilization certificate of various funds received from funding agencies are prepared by chartered Accountant engaged by the college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Sh Manmohan Goyal Mayor Rohtak	21000	Students welfare
No file uploaded.		

6.4.3 – Total corpus fund generated

45700000

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	MDU	Yes	IQAC
Administrative	Yes	Government of Haryana	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The parents of students who are irregular in classes or not performing well in the class test are informed and called for discussion with mentors to improve the performance of students and the suggestions given by the parents are taken into account. Parents of the students are free to visit the college and to discuss with principal and faculty about their wards performance and any other requirements.

6.5.3 – Development programmes for support staff (at least three)

Seven days Meditation sessions for Teaching and nonteaching staff. Training for Online admissions. PFMS Training through RUSA. NPS Training

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1 The college has taken a number of steps to increase and strengthen Industry academia inter linkage and social outreach activities. 2 Meditation session was organized in the college to release stress and overall wellness of the staff (teaching and nonteaching) and students. 3 The college has spread the message save girls among the students and in the nearby localities through poster campaigns, rally and organized special competitions talks by the experts and to create awareness about this sensitive issue.

## 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Programme	22/08/2018	23/08/2018	25/08/2018	580
2019	Health Checkup Programme	12/10/2018	23/01/2019	23/01/2019	260
2019	Motivational Lectures , Holi celebration	13/03/2019	16/03/2019	16/03/2019	635
2019	Educational Trip to Surajkund Craft Fair	12/10/2018	11/02/2019	11/02/2019	66
2019	Field Visit to Self Help Group	13/03/2019	29/03/2019	29/03/2019	44
2018	Participation in Zonal Youth Fest	12/10/2018	30/10/2018	01/11/2019	85
2018	Participation in Interzonal Youth Fest	12/10/2018	10/11/2018	12/11/2018	26
2018	Convocation Ceremony	10/09/2018	21/09/2019	21/12/2019	822
2018	Teej festival and Mehendi Competition	02/08/2018	03/08/2018	03/08/2018	600
2018	Rally on Beti Bachao Beti Padhao in Rural	24/09/2018	26/09/2018	26/09/2018	17

	area				
2019	Live telecast of projects under RUSA by Honble Prime Minister Sh Narendra Modi	02/02/2019	03/02/2019	03/02/2019	1750
2018	Annual Atheletic Meet	12/10/2018	06/03/2019	06/03/2019	375
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Baatein Aman ki Journeys Across the Nation campaign	09/10/2018	10/10/2018	1230	5
Rally on Girls safety in Rural Area	26/09/2018	26/09/2018	17	0
Extension Lecture on Domestic Violence	08/03/2019	08/03/2019	85	0
Survey and Interaction with women of Self Help Group	29/03/2019	29/03/2019	44	0
Extension Lecture on Sexual Harassment at workplace	18/02/2019	18/02/2019	103	0
Extension lecture on Health and Hygiene of girls	18/02/2019	18/02/2019	103	0
Health checkup camp	21/01/2019	21/01/2019	204	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
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No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	7	7	13/02/2019	7	NSS seven days camp	Environment, health and hygiene, Women empowerment etc	102
2018	1	1	01/06/2019	60	Swachh Bharat Pakhwada	Cleanliness	100
2018	1	0	24/09/2019	1	NSS Camp	Van Mahotsav Celebration	202
2019	0	1	23/01/2019	1	NSS Camp	Rally on Girls safety	202
2018	0	1	26/09/2018	1	Social outreach Programme	Rally on Beti Bachao Beti Padhao	17
2018	0	1	18/09/2018	1	Creative Vision Society	Paryatan Parv	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Swachh Bharat	01/06/2018	31/07/2018	50
Gender Sensitization rally on Beti Bachao beti Padhao	26/09/2018	26/09/2018	15
Teej Celebration	03/08/2018	03/08/2018	700
Extension Lecture on Mahatma Gandhi and his Philosophy	18/02/2019	18/02/2019	100
Holi Celebration	16/03/2019	16/03/2019	635
Meditation	06/08/2018	13/08/2018	85
Visit to Arsh Mahavidyalaya Gurukul Jhajjar	27/03/2019	27/03/2019	30
Drug Free India capaign Hisar organized by Haryana Govt	19/02/2019	19/02/2019	4
Sanskrit play at Student Welfare Dept at MDU Rohtak	01/11/2018	01/11/2018	9
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Though our college campus is very ecofriendly with ample open area, yet we take initiatives for making it more ecofriendly. 1. Van Mahotsav is celebrated every year by our NSS Unit and many more trees are planted in collaboration with forest department every year. 2. Unserviceable and condemn items /equipments of labs, hostel, canteen etc. are auctioned from time to time. 3. Spreading energy saving awareness through social outreach programmers. 4. Using Noise free generator set 5. Ban on one time Plastic use and try to minimize the use of plastic gazettes. 6. Using electronic system for information about various activities and programs to save huge quantity of papers. 7. All tubes and bulbs are replaced with C.F.L. and L.E.D. 8. 50 NSS volunteers and 50 NCC cadets participated in Swachh Bharat Summer Internship. 9. Solar geysers in the hostel.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

**Best Practice 1** 1. Sukarma Society: A welfare group To inculcate the human and ethical values of empathy, cooperation and coordination in modern youth so that they can understand their moral and social responsibilities. Objectives of the Practice: To provide financial help to those students who are unable to continue their higher education due to lack of resources and poor economic condition. The Practice: Sukarma Society works as a welfare group of the college designed to extend financial help for students from weaker economic backgrounds. The college has duly constituted a committee comprising of students and teachers to oversee the functioning of the society. The society invites the application from needy students from each department at the beginning of the academic session. The funds are collected through donation boxes which are circulated in the college campus by students. All students and employees of the college then contribute on voluntary basis. The collected funds are counted by opening the donation boxes in front of Sukarma Committee,

chaired by the Principal for transparency. Then the financial help is provided to needy students on priority basis. Obstacles faced if any strategies adopted to overcome them: Sometimes the collected funds fall short of the total required funds. In such a scenario, society members reach out to the college community to encourage them for contributing. Impact of practice: The financial liabilities of various students are covered through the funds raised by this society. By helping those in their college community, Students and employees feel gratified. The society has received donation from all members of college community including students and employees and in some instances from families and friends of employees too. Even some staff members and students also contribute to Sukarma society on their specific occasion like birthday, anniversary and on any other achievements .Through these efforts, this society successfully cultivates a culture of empathy and support among students.

Resources Required: The resources required for operating the society are procured and managed at the staff and students level. Best Practice2 Title of the Practice: Continuous enhancement and upgradation of infrastructure. The context that require the initiation of the practice: To achieve the goals of holistic development of students and successful inculcation of technical skills, updated infrastructure is a prerequisite. We need to make the students familiar with new modern technology so that they can achieve academic and technical excellence and pursue better job opportunities. To fulfill this goal, our institution is on the path of developing and upgrading current physical infrastructure. Objectives of the Practice: To provide proper infrastructure for all courses with all modern and technical upgradation. To provide hostel facility for girls students who belong to rural and remote areas, so that they have safe and affordable accommodation. The Practice: The college was started in an old building but gradually the college has attained the entire requisite infrastructure to keep up with the academic, cultural, technical and sports requirements. To upgrade the infrastructure of the college, the top management and institute deploy resources received from the community and grants received from UGC, the government and other sources. The college constitutes a dedicated committee comprising of management and faculty members that prepares various proposals and projects to be sent to UGC/Govt./Other organizations. A retired XEN is also appointed in the committee to serve as the Technical Expert Advisor and works on an honorary basis. The college also makes efforts to attract funds under CSR (Corporate Social Responsibility). In a successful attempt, the college received a generous grant of Rs. 4.36 Crores from DLF Charitable Education Trust in 2014 under CSR. Obstacles: Sometimes the sanctioned grants are not released by the granting organization which results in interruption of the infrastructure upgradation work. Impact of the practice: Earlier the classes were held in an old building of Jat high school and it was shifted to the new building constructed out of grants by the Govt, of Haryana in 2008. Now the college has beautifully structured concrete UG and PG Block with administrative block, labs, washrooms, staffrooms, a cafeteria for staff and students, computer labs, new parking area and spacious library with Inflibnet and DELNET, a new science block consisting of all modern amenities. The college has multipurpose hall with all required sports equipments , a 200 meter athletic track and various sports grounds. The college has two fully furnished girls hostels with a capacity of 450 students with big lawns, purified water dispenser , solar water heaters and 24 hour power backup with generator. College recently received grant of the Rs.2.00 crore from RUSA . Resources required: To meet increasing demands for accommodation, more grants and financial aids are required for construction of a new wing of girls hostel.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.mkjkcollege.org/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision of the college "Arise, Awake and know thyself" i.e. effort to take the students out of dark Labyrinths of ignorance to new luminous zones of knowledge. Mission of the college: MKJK Mahavidyalaya's mission is to make a profound difference in the lives of women by empowering them to attain their full potential through pursuit of knowledge, development of character, self-esteem, recognition of their rights and responsibilities. Our institution provides multidimensional and quality education to students so as to enable them to evaluate various paradigms of life with new, broad and human perspectives. Since its establishment the college has been scaling new heights in the field of academic, cultural and extra cocurricular activities. Apart from this area, Excellence in sports has been its distinctive feature. Many national and international achievements of the college are testament to this specific feature. The major achievements at international level in the field of sports are follows. 1. Arjun Award, 2002 Mamta Kharb, Golden Girl Hockey 2. Bronze medal, Common Wealth Games 2010 wrestler Suman Kundu and awarded title of Hind Kesari 14 times. 3. Bronze Medal in Rio Olympics 2016, Silver medal in Common wealth 2014, won United World wrestling championship 2015 Wrestler Sakshi Malik 4. Bronze Medal in Asian championship 2014 Pratima Dagar Roller skates Additionally, the college has regularly achieved many medals and positions at national and international level every year. Continuing the winning streak, this year (2018 2019), six students from our college participated/ won medals at international tournaments and eighty students held positions at national/ inter university tournaments. The college has been winning the all round trophy of M.D. University (affiliating university) for the last 19 years. The college also provides all the possible help and support to encourage and motivate students to empower them to attain their full potential in following ways. 1. Fee concession in college admission. 2. Freeship in Hostel (Rs 3,30,600 was granted in 2018 19 for freeship.) 3. Free coaching for their specific game 4. Refreshment /TA/DA for students and staff. Amount of Rs 2,92,449 was granted for session 201819. 5. Cash prize for international winners' participants position holders in national and interuniversity tournaments. 6. Provide sports kits. (Rs 67,639 was granted in 2018 19 for sports kit.) 7. Special classes to cover syllabus 8. Provide books. 9. Assist the students in rescheduling their University exams that clash with their tournaments. In addition to the above mentioned initiatives, the college has also started various job oriented courses in sports viz, B.Sc. Sports science, B.P.Ed., M.P.Ed, PG diploma in Yoga science and M.A. in Yoga science. These courses provide the opportunity for students to excel academically while still engaging in their field activities. As a result of this curriculum, an increasing number of students from sports department are getting placements in various fields.

Provide the weblink of the institution

<http://www.mkjkcollege.org/>

### 8. Future Plans of Actions for Next Academic Year

1. To start 2 new PG courses of M.Sc. Physics and M.A./M.Sc. Mathematics 2. To organise Inter -College competitions subject specific Quiz. Literary and Cultural activities. 3. Teaching through modern ICT methods i.e. by using smart boards specialized video lectures etc. 4. Special classes on communication skills. 5. SocioPolitical and Economic awareness through movie/ audio video facilities. 6. Workshop on Emotional Intelligence. 7. Workshop on Personality Development 8. Workshop on Self -Defense strategies 9. Arrangement of Motivational lectures. 10.

More focus on Social Awareness cum Welfare Projects through various visits to villages, institutions, agencies, industries, NGO`s and other public and specialized private offices. 11. Role of students in spreading literacy awareness especially among the unprivileged sections of the society. 12. MOU with various handicraft and Fashion -Designing Houses. 13. Educational tours to various famous Historical /Political/ Cultural Places. 14. Special Motivational lectures by Alumni 15. Workshop/ Seminars on Subject - Related Topics by various Departments. 16. More proposals to UGC/DHE/NCW or any other agencies for organizing National/ International seminars. 17. Furnishing of Labs and offices through RUSA grants colleges resources. 18. Organising Job Fair in the College Campus. 19. Special Workshops for Learning Dance and Theatre Skills. 20. Special Training sessions for NonTeaching staff (Clerks and Lab Attendants etc) for updating their IT skills. 21. Encouraging staff for their greater participating in Seminars/Workshop/ Conferences/ Research Projects 22. For improving ICT facilities, latest configuration computers, colored and ordinary printers will be purchased. 23. Construction of more rooms especially for new courses and department of Physical Education. 24. Renovation of existing Academic Blocks. 25. Renovation of Parking area and Main Stage. 26. Furnishing of Hostel Seminar Hall 27. Energy Conservation Project. a) Arrangement for Solar Power Plant b) Solar Geysers for Hostel c) Solar Lights 27 Water Harvesting Project 28 Waste Disposal Management