



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**INDIRA GANDHI NATIONAL COLLEGE**

MUSTAFABAD ROAD, VILLAGE DHANORA TESIL LADWA  
136132

[www.igncollege.ac.in](http://www.igncollege.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Indira Gandhi National College, Ladwa ( Dhanora ) District Kurukshetra was established in 1975 with the objective of providing quality education to the students of the region particularly living in its rural vicinity. The college is a multi-faculty and co-educational institution affiliated with Kurukshetra University, Kurukshetra and included under section 2(f) and 12(b) of UGC Act, 1956. The college was accredited for cycle one by NAAC, Bengaluru and awarded B grade with CGPA 70-75% in 2003. The college came into existence with the tireless and ceaseless efforts made by its founder President Late Sh. Om Parkash Garg, a man with farsighted vision and animated social consciousness. Since its inception, the college has made rapid progress in various branches of knowledge, activities and sports. The college offers education in science (Non – Medical & Medical), Commerce and Humanities streams. Highly qualified, learned and dedicated members of the staff and principal under the benign and inspiring aegis of its dynamic governing body, the college is making strides on the path of knowledge and reaching new heights in the field of academic learning, critical thinking and community engagements.

The college has strength of 876 students (Session 2020-21). The college is nestled in the lush green idyllic, bucolic milieu and beautiful landscapes of 21 acre campus.

### **Vision**

“The institution strives to shoulder the responsibility of making the nation’s dream come true by imparting higher education. The Vision of the institution is to provide quality education to all especially to those from the less privileged and rural backgrounds and to build a community of individuals who are responsible citizens. The college is striving continuously towards achieving this goal.

### **Mission**

The mission of the college is:

- To impart knowledge which is empowering, value based, patriotic and holistic in nature
- To help students understand the importance of creating social order, discipline and etiquettes in all spheres of life.
- To sensitize students to environmental issues.
- To equip students to face challenges with courage and commitment
- To develop potential academic excellence and quality education.
- To create and promote career opportunities for students.

- To inculcate awareness and self-reliance among rural and weaker sections.
- To promote cultural and spiritual enrichment and create socially responsible citizens.
- To create top quality human resources by developing the innate talent of the rural students.
- To provide holistic development of personality and improve the overall academic performance of the students.
- To inculcate the spirit of secularism, nationalism, communal harmony and rationalism as a value system.
- To provide a healthy, physical, mental and emotional environment to the students to help them to grow into perfect human beings.

The institution translates its vision statement into its activity by constantly evaluating and upgrading its academic programs; focusing on imparting of life skills to students; personality development programmes for students and teachers; strengthening co-curricular activities through NCC, NSS, Sports, Cultural and Social activities.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Visionary, dynamic, progressive, supportive and cooperative Management
- Congenial atmosphere and harmonious relationship among the members of the management, Principal, Staff, Students and Parents
- Experienced, dedicated, dynamic, cooperative, workaholic and highly qualified staff
- Proactive staff in learning and using ICT techniques viz. google meet, google classroom , power point presentations, video and youtube lectures
- Clean, lush green and Eco-friendly campus
- Science stream ( Medical & Non-medical) in rural area
- Well equipped laboratories and library
- Excellence in sports at University, State and National Level
- Multipurpose auditorium and 400 meter Track race ground with cricket Pitch and Basketball ground
- CCTV surveillance for safety and security
- Extension, Co-curricular and outreach activities for holistic and overall development of students
- Awards/ appreciation and recognition for activities
- Moral and value inculcation through various activities
- Robust mentor mentee system for problem solving and personality development of the students
- Participative management in decision making

### **Institutional Weakness**

- Being an affiliated college, no scope of change in curriculum, evaluation system and course structure; even the suggestions (based on curriculum feedback analysis) sent to the university are not incorporated.
- Low fee structure

- Insufficient government and non government financial support for infrastructure
- Non availability of government support for attending conferences, seminars and workshops.
- Lack of industrial linkages
- Non teaching and helping staff vacancies remain vacant due to restraint by the state government

### **Institutional Opportunity**

- Implementation of Choice Based Credit System [CBCS]
- Scope for strengthening job-oriented, Add-on courses/programs
- Introducing new avenues for sports activities
- Ensuring better opportunities for placements
- Collaborations and linkages with industries/institutions/universities
- Faculty enrichment by organizing more training programs/ seminars/ FDPs etc
- Installation of solar plant for energy conservation
- Introduction of courses related to agriculture sector

### **Institutional Challenge**

- Strengthening of ICT based teaching learning pedagogy
- Increasing enrolment of the students
- Improving classroom attendance
- To promote self employment and entrepreneurship among students
- To motivate students to update themselves with technological advancement
- Skill development of the students to meet out the changing scenario
- Increasing the funds and grants from non government sources
- To balance the extension and co-curricular activities along with academic obligations
- To coordinate with students of rural back ground.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

A carefully designed and well executed curriculum is necessary for the success of an institution. Our college being affiliated to Kurukshetra University, Kurukshetra, adheres strictly to the curriculum designed by the university. However, planning is made at the beginning of every session for the effective delivery of the curriculum designed by the university. Heads of the Departments conduct a meeting with their faculty members to plan the activity calendar of the department and allocate the classes to the teachers as per their specializations and expertise. Departmental workload is submitted to the time table in charge. The college time table is prepared and displayed on the college notice board for the convenience of students and teachers. Lesson Plan for each course is prepared, shared with students, displayed on the college website and followed for the timely delivery of the syllabi by the concerned faculty. The college designs its Academic Calendar in accordance with the Academic Calendar of affiliating university. The programme outcomes, programme specific outcomes and course outcomes are clearly defined thereby as what is expected from the students once they pass out and proceed to the next level of learning.

The pedagogy includes assignments, class tests, sessional exams, group discussions, student presentation and departmental activities/ events like extension lectures, seminars, workshops etc. The college organizes various programs to sensitize students on cross-cutting issues like gender sensitization, environment and sustainability issues, human values and professional ethics. The College collects feedback from different stakeholders and analyses thoroughly. On the basis of suggestions received, the college started four 30 hours certificate courses under Jeevan Kaushal Scheme of UGC namely Communication Skills, Professional Skills, Universal Human Values, Leadership and Management Skills, without any financial burden on the students to enhance the capabilities of the students.

Blended teaching mode was adopted by all teachers during the pandemic. E-content like YouTube videos, PowerPoint presentations, handwritten/typed notes etc. were shared with students and all of their syllabus related queries were resolved. Online competitions like Quizzes, Essay writing, PPT making etc. were organized by faculty members for the overall development of students.

### **Teaching-learning and Evaluation**

Being located in rural area, a large number of students from nearby villages pursue various programs of study in the college. The college admits the students on the basis of the sanctioned seats approved by the affiliating university and rules & regulations of the state government of Haryana. A total number of 2217 students were admitted during the assessment period. The college filled the seats as per the reservation policy of the state government. A total number of 670 students were admitted against reserved categories during the assessment period. Teachers put their sincere efforts to address the needs of the slow learners and advance learners. There are 26 full time teachers on roll and the student teacher ratio is 35:1. Keeping in view the student centric teaching learning methodology, the teachers employ experiential learning and participative learning methods to cater to the needs of diverse learners. Teachers augment the conventional teaching method with innovative pedagogies like flipped classroom and blended learning by using ICT tools and techniques. The mentoring system has been initiated from the academic session 2017-18. Full time teachers have been assigned the duty of mentors, to discuss upon and resolve issues of academic interest through mentor- mentee meetings. Average percentage of full-time teachers against sanctioned post during last five years is 80.65. Average number of full-time teachers with Ph.D is 89.66. 50 per cent of full-time teachers have an experience of more than 13 years up to the last completed academic year. The college adheres to the academic calendar of affiliating university for all its activities. The college has opted for a transparent, time bound and efficient mechanism to deal with internal examination. The College has displayed course outcomes and program outcomes on the college website. The COs attainment level is measured on the basis of marks obtained by the students in internal assessment and semester end examination. Result analysis is done by the teachers at department level. The average pass percentage for the assessment period is 67.38.

### **Research, Innovations and Extension**

The institute organizes Workshops, Conferences and Faculty Development Programs as well as seminars viz. Research methodology, intellectual property rights, entrepreneurship etc. In these seminars and workshops, eminent professors are invited as resource persons for effective and fruitful deliberations. The scholarly research papers are presented by the participants in these seminars and conferences. These seminars and workshops promote new ideas and critical thinking for providing advanced learning to the participants. A conducive and congenial environment is provided to the students and faculty for research based activities. The faculty members are encouraged for publication in the reputed research journals. The college faculty also

contribute in research field by presenting their research papers in national and international conferences, publications in proceedings, writing books and chapters in edited volumes of books. To motivate the faculty for research, the college library has established a digital resource centre with N-List subscription for e-access of books and journals.

To promote extracurricular and outreach activities, the students are provided various platforms like National Service Scheme, National Cadet Corps, Youth Red Cross, Women Cell, Red Ribbon Club, Legal Literacy Cell and Anti Sexual Harassment Cell. These activities inculcate in students ethical, moral, social and religious consciousness that are helpful in their character formation and personality development. The institute organizes various social activities in the nearby villages focusing on Health and Sanitation-Swachh Bharat, Gender Issues, Blood Donation, Road Safety, Environment, Drug De Addiction, HIV/AIDS, Beti Bachao Beti Padhao (Save and Educate Girl Child) and Covid-19. These extension and outreach programs organized by the college promote critical thinking, social consciousness, diligence and reasoning for the holistic development of the students. Departments also organize activities to sensitize students about social realities and challenges. Most of the students are involved in these activities. The college has signed MOUs with NGOs and other institutions for collaboration to enhance extension and outreach activities. For providing ample opportunities to the students and channelizing their energy in social initiatives, the college has received a number of awards, appreciation letters/letters of recognition from government and government recognized agencies.

### **Infrastructure and Learning Resources**

Indira Gandhi National College, Ladwa (Dhanora) has an excellent infrastructure and learning resources that accommodates eight hundred seventy-six students who are studying in UG Programs in all streams of the college. It is spread over an area of twenty-one acres of land which comprises Governing Body Meeting Room, Principal Office, Administrative office, Examination Office, Seminar Halls used for various activities viz, workshops, seminars, conferences, Fifteen Classrooms, Ten Labs, Auditorium which is used for admission of students, parent teacher meeting, Induction/ Orientation Programs for fresher students, Talent Shows, Blood Donation Camps, Cultural Programs etc., NCC Office, NSS Office, Staff Room, a spacious and well-ventilated and well equipped rich Central Library to support the academic requirements of the staff and the students. In addition, our library has unique E-resource Center with internet facilities, Boys and Girls Common Rooms and Canteen etc. Our college also has standard 400 meters track playground for outdoor games, Open air Gym, various courts such as Basket Ball Court, Badminton Court, Volleyball Court etc. and indoor sports facilities. It boasts of having standard two Cricket Pitches along with a concrete practice pitch.

The college has added some other infrastructure in the last five years such as augmentation of Central Library, Administrative Block, Water Harvesting Setups, Biodegradable waste Management Setup with compost pit and leaf collectors. It has upgraded Wireless Fidelity (Wi-Fi) facilities, high-definition night vision CCTV cameras for intensive surveillance to view every nook and corner of the college etc.

### **Student Support and Progression**

The college has an approach to create an ambience of student support services as per the requirements of the students. We regularly organize Orientation Programs to guide the newly admitted students for facilities and rules & regulations of the college. It has a scholarship committee to facilitate the students for government and non-government scholarships for girls, economically backward sections, SC/BC, minority communities, special students etc. 3974 students have gotten financial support during the last five years. The students who are not

eligible to obtain government scholarships, the college provides financial support on the recommendations of the Scholarship Committee with the help of local philanthropists like: Master Bakshi Ram Garg, Sh. M S Mann etc and also provides financial aid to the sports achievers at its own level.

The college has various committees to facilitate, encourage, guide and train the students to participate in various cultural, academic and sports competitions. More than 200 events were organized during the last 5 years. The college also has the mechanism to pay/reimburse the registration fee, daily allowance and traveling allowance of the students for the participation in the competitions organized by other institutions. Our students actively participated in cultural competitions like Zonal/ Inter zonal Youth Festivals, State/ National level Ratnavali Festival, Saang Mahotsav, Talent Hunt Competitions and sports competitions at college, university, state and national level. Our students have also participated in international level sports competitions.

The college has a Career-guidance Cell, Entrepreneur Cell and Atam nirbhar Bharat Cell to guide and direct the students for the opportunities/avenues in higher study, self employment and for the preparation of various government/ non government job examinations. These cells also encourage and motivate the students to become an entrepreneur, public servants and self employed professional by organizing workshops and lectures. The college's proud alumni are making significant contributions to the growth of the institution.

The college has an active Alumni Affairs Committee having around 309 registered alumni. Almost every year Alumni Meet has been organized and alumni actively participate and give their valuable suggestions in various developmental and student welfare activities of the college.

## **Governance, Leadership and Management**

Governance of the college is a reflection of an effective leadership in tune with the vision and mission of the institution. The governance, leadership and management of the college promote decentralization and participative management through the collaborative and supportive participation of the administration, the staff members and the stakeholders. Under the aegis of the College Governing Body in the interest of institutional goals, quality based strategic plans are timely implemented in the college under the dynamic leadership of the Principal. To maintain the quality and excellence in education, the College Governing Body provides operational autonomy to the Principal in all areas of academic performance, decision taking and implementation of plans and policies in curricular programmes. The Principal ensures that all the quality parameters expected by the Governing Body, Affiliating University, DGHE Haryana and UGC New Delhi are duly met. The Principal gives autonomy to each department in terms of day-to-day working — both academic and nonacademic. Moreover, separate committees comprising staff and students are formed for different activities. Administrative work is distributed by the Principal in consultation with the head clerk keeping in mind the interest and capabilities of the office staff for effective functioning of the college. The college recruits teaching and non-teaching staff strictly as per the norms of Haryana Government and University Grant Commission.

IQAC is another monitoring apparatus for effective manifestation and scrutiny of policies and Annual

Perspective Plan to ensure continuous growth of the institution. For proper functioning of the college, IQAC of the college motivates and supports its faculty members to enhance their capacity through Orientation programmes, Refresher, Short Term Courses and Faculty Development Programmes. The internal appraisal of the staff is done through ACR. The external appraisal of the teaching staff is done through API. To create a conducive environment and for the growth of the college, there are effective welfare measures for teaching and non-teaching staff. The budget is also carefully planned and proper utilization of financial resources is monitored through internal and external audits.

### **Institutional Values and Best Practices**

The institution has a Gender Policy which is displayed on the college website. The detail of Gender Equity programmes organized by the institution during the last five years along with supporting documents and Specific facilities provided for women is given in the criterion. The institution makes use of LED Bulbs and Tubes as an energy conservation measure. The institution has facility of Dumping Pits for Solid Waste Management. The institution has water conservation facilities like Rain water harvesting, Borewell /Open well recharge system and Construction of tanks and bunds. The institution takes various initiatives for greening the campus like restricted entry of automobiles, promoting use of bicycles, providing Pedestrian-friendly pathways, implementing ban on the use of Plastics and Landscaping with trees and plants. The institution has procured Clean and Green Campus Recognitions / awards from surrounding community and it also engages in environmental promotion activities which are conducted beyond the campus. The institution has provision of anti-skid ramps for *Divyangjan* at various places in the institution. The college provides the facility of human assistance and reader for *Divyangjan*. The college organizes various activities to create an equitable and inclusive environment in the institution. It conducts programmes for inculcating values for being responsible citizens. The Code of Conduct Policy of the institution is displayed on the college website. The college organizes Annual awareness programmes on Code of Conduct. Annual report of the celebrations and commemorative events for the last five years and Geotagged photographs of some of the events is given in the criterion. Detail of two best practices, namely *Women Empowerment* and *Value inculcation and Environmental Protection Initiatives*, successfully implemented by the institution as per NAAC format is given in the criterion. The college portrays the performance of the Institution in the field of sports as distinctive to its priority and thrust along with requisite supporting documents on the college website.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	INDIRA GANDHI NATIONAL COLLEGE
Address	Mustafabad Road, Village Dhanora Tesil Ladwa
City	LADWA
State	Haryana
Pin	136132
Website	<a href="http://www.igncollege.ac.in">www.igncollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Ravish Kumar Chauhan	01744-260334	9466070477	-	ravishynr@gmail.com
IQAC / CIQA coordinator	Sandeep Bansal	01744-260114	9896000133	-	profsandeepbansal@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	11-07-1975

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Haryana	Kurukshetra University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	04-02-1977	<a href="#">View Document</a>
12B of UGC	04-02-1977	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Mustafabad Road, Village Dhanora Tesil Ladwa	Rural	21	7761.66

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Arts	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	40	9
UG	BA,Arts	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	90	71
UG	BA,Arts	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	300	138
UG	BCom,Commerce	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	60	0
UG	BCom,Commerce	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	80	75
UG	BSc,Science	36	Senior secondary or equivalent as per KUK	English,Hindi	15	0

			guidelines			
UG	BSc,Science	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	70	0
UG	BSc,Science	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	60	32
UG	BSc,Science	36	Senior secondary or equivalent as per KUK guidelines	English,Hindi	30	15

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				22			
Recruited	1	0	0	1	6	1	0	7	9	9	0	18
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				13
Recruited	10	0	0	10
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	6	1	0	9	6	0	23
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	442	0	0	0	442
	Female	434	0	0	0	434
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	89	118	123	110
	Female	91	126	151	141
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	257	228	122	195
	Female	281	262	151	219
	Others	0	0	0	0
General	Male	294	219	261	195
	Female	237	214	242	119
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1249</b>	<b>1167</b>	<b>1050</b>	<b>979</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The College Management is determined to move in the direction of having a multidisciplinary/interdisciplinary and holistic educational approach. Keeping in view the limitations of faculty and infrastructural viability, the college desires to integrate science with humanities and commerce and vice versa as per the interest of the students. The college wishes to integrate Physics and History, Economics with Commerce, Health &amp; Physical Education and other subject combinations according to the provisions of NEP-2020. The college is keen to offer flexible options of multiple entries and exits in Undergraduate programs as per the directions/guidelines of the affiliating university to sustain the</p>
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	<p>continuity of the learning. The college is planning to create an environment to promote a multidisciplinary/ interdisciplinary approach by adding courses to fulfill the needs of local youth and also to provide opportunities at the global level. The aim of the college is to inculcate entrepreneurship and Swavlamban among the students to achieve the objective of Atmanirbhar Bharat through different programs of the college in view of NEP-2020.</p>
2. Academic bank of credits (ABC):	<p>The college being the affiliated college is bound to follow the mechanism of the Academic Bank of Credits (ABC) as per the examination system of Kurukshetra University, Kurukshetra. ABC will definitely help the students to transfer their credit score if they are interested in getting further education anywhere else either abroad or within the nation. ABC will be very effective and beneficial in tune with NEP-2020.</p>
3. Skill development:	<p>Keeping in view the problem of unemployment, the employability through courses to make our students skillful and employable as per the requirements of the local and global market. A few numbers of value-added and skill development programs are already being run by the college. We are planning to start skill development programs in alignment with the National Skill Qualification Framework (NSQF).</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>One of the major objectives of NEP-2020 is its preference to focus on the promotion of the Indian Knowledge System. The college celebrates the Jayanti of great Indian warriors, thinkers, social reformers and national heroes to acquaint their teachings and ethos to the coming generations. The college is planning to organize more programs on Yoga, meditation and other indigenous Indian knowledge systems. Moreover, every year a group of students is taken to different destinations to visit cultural, historical places such as Jaipur (Rajasthan) and Nadda Sahib Gurudwara, Chandigarh, etc. In addition, the curriculum comprising the Indian knowledge system, our teachers illustrate the proud and rich cultural heritage of India. We also organize conferences and seminars for promoting the Indian knowledge and value system. The college is imparting the knowledge of three Indian languages to cater the needs of students of the area. The college inculcates Indian ethics and values through cultural</p>

	<p>programs, competitions and orientation programs through various cells and departments' activities. The college conducts the value-added course "Universal Human Values ' every year, in which our teachers impart human values and Indian ethics with the examples of great Indian saints, reformers, thinkers and national heroes.</p>
5. Focus on Outcome based education (OBE):	<p>To implement the vision and mission of the college, we focus on outcome-based education. The college is also eager to facilitate student-centric teaching and learning without discrimination of caste, creed, culture and religion and financial status in order to achieve the stated outcomes. The chief objective of the college is to build the good character of its students and transform them into trustworthy, respectable, caring, employable and responsible citizens of India. We focus on developing a matrix to analyze the performance of the students at the different levels of its academic program. The college administration shares program outcomes and course outcomes with the students at the beginning of the session through orientation and counseling sessions.</p>
6. Distance education/online education:	<p>As per the regulations of our affiliating university, the college is not authorized to conduct any distance education Program at the college level. However, the college faculty members are contributing to the Distance education Programs of Kurukshetra University, Kurukshetra. Our teachers deliver lectures to the students enrolled in DDE, Kurukshetra University, Kurukshetra. The college imparted education in online mode during COVID-19 situation. All the teachers completed their syllabi in online mode or blending mode. We have conducted many value-added and NSQF courses through online mode. The college is planning to increase the number of academic programs through online/ blending mode in the coming academic session.</p>

## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
196	270	270	270	270
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
9	12	12	12	12

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
876	979	1050	1167	1249
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
319	400	363	363	434

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
234	228	355	341	270

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	25	24	24	19

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
29	29	29	29	29

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 20**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
26.79	39.08	43.13	62.69	47.96

**4.3**

**Number of Computers**

**Response: 74**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 61**

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

**Response:**

**Response:**

Being affiliated to the Kurukshetra University, Kurukshetra, the college adheres strictly to the curriculum designed by the university. However, planning is made by the college at the beginning of every session for the effective delivery of the curriculum designed by the university. Heads of various Departments organize a meeting with the faculty members to allocate the work load, to prepare the Departmental time table, to chalk out lesson plans and to plan the activity calendar of the department. Departmental time table is submitted to the time table in-charge of the college. The college time table is displayed on the college notice board for the observance of students and teachers. Programme outcomes, course outcomes and programme specific outcomes are also prepared by the departments. For smooth functioning of the college different cells and committees are framed. The incharges of cells/committees conduct meetings with their members to plan activities for the academic session which are submitted to IQAC; Institutional academic calendar is prepared by IQAC in accordance with the academic calendar provided by the university. In the beginning of the session, Orientation Programme is conducted for fresher's to give them an opportunity to interact with teachers and cell in-charges so that they may be updated about new scenarios. This programme enables them to know about the opportunities where they may use their potential. Each student is assigned a mentor who addresses grievances of all kinds whether it is academic, institutional or personal and resolves them in an efficient manner. Regular meetings are conducted by various departments under the supervision of departmental heads to monitor the progress of curriculum delivery. For updating the syllabi of different classes, few university nominated faculty members of our college play an active role. To strengthen the curriculum delivery, the faculty members undertake various activities like quizzes, presentations, group discussions, class tests etc. In addition, Seminars and extension lectures are organized to enhance experiential learning. Moreover, the college provides access to various e-resources for overall development of students. Blended teaching mode was adopted by all teachers during the pandemic. E-content like YouTube videos, PowerPoint presentations, handwritten/typed notes etc. were shared with students and all of their queries related to syllabi were resolved. Online competitions like Quizzes, Essay writing, ppt making, Article writing, Shloka Ucharan, Memes Making, Slogan writing competitions etc. were organized by faculty members to explore the knowledge of students for their overall development. In addition to above activities, college collects feedback regularly from different stakeholders to define and design course outcomes. In short, our college makes every effort to magnify the vision of our students so that they emerge as dynamic personalities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

#### Response

The academic calendar provides the foundation of planning relating to curriculum delivery and organization of various curricular and co-curricular activities. The university publishes the Academic Calendar containing admission schedule, duration of teaching terms, vacations, admission procedure, regulations, eligibility conditions, examinations schedule & pattern, list of holidays and other information prior to the beginning of the academic session. The academic calendar of the institution is prepared by considering the academic calendar of the university mentioning the period of term and semester examinations and displayed on the college website in order to give information to students, faculty members and stakeholders. The college strictly adheres to the time schedule laid down in the academic calendar.

Assessment is an integral part of Continuous Internal Evaluation and College has adopted a well defined process of CIE. Following guidelines issued by the IQAC, teachers assess the students for grouping them into Advanced Learners and Slow Learners on the basis of their marks in previous class and personal interaction at initial stage. Based on the assessment, the teachers assign them the required academic tasks like Class Tests, Assignments, Quizzes, Presentations, Case studies and Group Discussion etc. To every student, internal Assessment up to 20% of total marks of a subject is awarded by faculty member as per guidelines issued by the university to ensure complete transparency in entire internal evaluation. For this purpose, students are given a schedule of class tests and Assignments within a particular time frame. After proper evaluation, the assignments are thoroughly discussed with the students and teachers motivate the students to put to rights their mistakes, shortcomings and improve their performance. For each course, the respective teachers follow the pattern and guidelines issued by Kurukshetra University, Kurukshetra. The criterion for preparation of internal assessment is as below:

Two handwritten Assignments : 50%

One Class Test : 25%

Attendance : 25%

#### Marks for Attendance are given as under:

1.91% onwards: 5 marks

2.81% to 90% : 4 marks

3.75% to 80% : 3 Marks

4.70% to 74% : 2Marks\* and

5.65% to 69% : 1 Mark\*

The College encourages teachers and students to have an interactive and open stress free teaching-learning environment wherein the students' grievances with reference to evaluation are redressed internally and amicably. The examination committee endeavors to ensure transparency in all the activities conducted at different levels and resolves discrepancies in internal assessment marks. Besides this, our faculty members act as question paper setters and evaluators at university level.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**



Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

Response: 9

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	1	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**

Response: 38.99

**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
626	322	320	325	403

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

**Response:**

**Response:**

**Holistic learning has always been the hallmark of our institution. The students are groomed in a way that they are physically, mentally and intellectually strong with sound knowledge & skills along with deep societal concern with human touch and strong moral, emotional, and spiritual quotient. The institution endeavours to make the students aware towards crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum through some compulsory and optional courses at under-graduate level and activities.**

**Environment and Sustainability:**

**Environmental study is a compulsory paper for first year undergraduate students of all streams. Under this program each UG student prepares a report on various environmental issues and challenges plaguing the society. Moreover, every stakeholder is involved in the energy conservation process through seminars, rallies and workshops. Earth Day, World Environment Day and Van Mahotasha etc. are also celebrated on the campus every year. The Swachhhta Abhian programs are organized in nearby villages to make the citizens sensitive towards health, hygiene and cleanliness issues. Campaigns against the use of polythene bags and plastic materials are also organized. An oath taking ceremony for water conservation was organized for the students and faculty members.**

**Gender Sensitivity:**

**The college plays a significant role in promoting the issues of Gender sensitization. Declamation contests, Essay Writing Competitions, Self-Defense Training and Workshops etc. are organized on a regular basis in the institution. The Legal Literacy Cell and Women Development Cell organize lectures from experts in the fields every year to create awareness regarding legal rights. The college conducts annual health check-ups for girl students for anemia prevention and control and other health related issues. Most of the girl students have installed the Durga Shakti app – an initiative of Haryana police which addresses safety and security of women.**

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 15.1

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
42	29	37	42	38

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 72.95

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 639

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 53.55

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
340	460	417	428	572

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
745	845	845	845	845

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 34.51

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
82	168	94	90	235

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

At the beginning of the new academic session, teachers organise introductory sessions with the new entrants to provide them a homely environment and to help them to understand the curriculum and broad perspective of the course. Teachers facilitate the students in acquiring the syllabus of the concerned subject. Teachers also discuss the exam pattern, distribution of marks for internal assessment and end term examination. Among the new entrants, advanced learner and slow learner are identified by the subject teacher on the basis of their score in board exam in a subject/course, knowledge about the course and class test. Advanced learner and slow learner for 2nd and 3rd year are identified by analysing their performance in internal assessment and previous year university examination. Teachers also judge the competences of the students during their lectures and detect the advance learners.

#### A)Steps taken for advanced learners:

- They are encouraged to participate in State/national level competitions, seminars, webinars and quizzes.
- Motivated to take up leadership roles in department/cell activities to develop organisational skill and to inculcate the value of teamwork.
- They are motivated by their mentor to write self-composed poems/articles in college magazine and also to take editorial work.
- They are encouraged to provide academic support to the weaker students by peer tutoring.
- Through the combination of academic and co-curricular activities college motivates the advance learners to augment their potential and to participate in inter and intra college competitions such as essay writing, debates, declamation etc.
- They are motivated to participate in cultural activities, youth festival and annual sports meet.
- Compulsory class presentations in some departments helped to improve the knowledge and communication skill of advance learners.
- College administration recognized the achievements of the advance learners at different forms in terms of appreciation certificate, cash prize, medals etc.
- Expert lectures to guide them for career planning.
- Motivated to take admission in higher studies/PG program.

#### B) Steps taken for slow learners:

- Subject teachers provided additional learning materials like handwritten notes, question bank, previous years university question papers, pdf files, YouTube links to help them to gain an in-depth knowledge of the subject.
- Teachers resolve academic problems of slow learners in their free periods.
- The mentors provide personal, academic and career related counselling to slow learners from time to time.
- They are motivated to spend more time reading in the library in their free period.
- Mentors advised multiple career options to them keeping in mind their ability and interest.
- Motivated to set up a study group with advance learners of their class.
- Teachers' mode of teaching is bilingual with the purpose of reaching out to the slow learners so that they can be brought at par with the rest of the class.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 36.5

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

College is making sincere efforts for the holistic development of the students by engaging them in experiential learning, participative learning and problem-solving methodologies to improve learning experiences.

-To enrich students' creativity and decision-making skills, college has espoused certain activities like NCC/NSS camps, athletic meet, cultural events.

-Extension lectures/webinars/workshops organised by departments, cell and club to motivate the students

to become participative agents and not just passive recipients of knowledge.

-Entrepreneurship development cell organises webinar and lecture to develop theoretical knowledge about the financial market and provides the platform to the students to take forward their entrepreneurial ideas.

- To nurture creativity and other skills, students are motivated to publish their self-composed poems and articles in college magazine, Haryana Rashmi.

- Some subject teachers apply an interactive approach like class discussion and class presentations of the students in class, which helps the students to overcome stage fear and develop oratory skills.

- Students visit Bal Ashram and slum areas to gain an understanding of geographical, social and economic factors of the lives of people.

- Department level students' forums like History association, commerce association, literary society etc., are formed to develop interest among students towards their specific field of specialisation and undertake various experiential learning activities through extension and outreach activities.

- College administration designates some students as a member of different committees like Internal Quality Assurance Cell, sports, cultural, anti- ragging, career guidance etc., in order to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

-To develop ethics, human values and leadership qualities among the students some departments organise college level programmes like Earth Day, International Yoga Day, National Youth Day, World Environment Day etc.

-The facilities provided in science and computer laboratories help the students to widen their knowledge and experiment skills.

-Teachers motivate the students to participate in inter college, state or national level quiz/ competitions to gain substantial experience, showcase skills, analyse and evaluate outcomes and uncover personal aptitude.

-Career guidance cell organises expert lectures on career guidance for the students to identify their interest and abilities and balance them with labour market opportunities.

-College organises outreach activities for the students to develop their self-confidence, leadership qualities and civic responsibilities towards the rural community.

-Students are also encouraged to use ICT tools and E-resources to enhance subject learning and to improve engagements and knowledge retention.

File Description	Document
Upload any additional information	<a href="#">View Document</a>



### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

Information and communication tools have proved a golden chance to the learners of the present world to think in different manner and hence create a world in which everyone can be in reach of each other and education can be more learner centered. Being the pivot in the process of teaching learning, the knowledge of ICT and skill to use ICT has immense relevance for teachers. He/she is expected to infuse knowledge of ICT successfully into his/her subject area to make class room learning meaningful at higher level.

-The college has Wi-Fi enabled campus and teachers can freely access the internet to learn and teach the latest information.

-College has Wi-Fi facilities in the classrooms and library. Chemistry, physics and computer labs are ICT enabled with internet/ Wi-Fi, desktop, projector and printer. One room of the commerce department is ICT enabled with a projector.

-One seminar hall is equipped with Wi-Fi, Projector, laptop and interactive board. Second seminar hall is equipped with Wi-Fi, projector and laptop.

-During the pandemic situation, the teachers join the short-term course to learn the use of ICT tools to disseminate the course in online teaching.

-Teachers use Google meet, a free web service, for delivering regular lectures.

-Faculty members use PPTs in their lectures to expose the students to advance knowledge and practical learning.

-The online learning platform like Google Meet, Google classroom and quizzes were used by the teachers to communicate with the students.

-The teachers structure their course contents and upload course material/ assignments in the form of text, pdf and YouTube videos in their respective Google Classroom.

-Teachers used Google Forms to take assignments, curriculum feedback and quiz competitions. -Teachers supplemented conventional teaching with lectures using PowerPoint, videos, slides etc. -WhatsApp groups were formed for each class for better communication and accessibility of teachers and the students.

- Some teachers have YouTube channels on which they have posted their video lectures.

-Teachers and students make use of e-mail and group mails for instantaneous communication and information dissemination.

- College library use KOHA to enable the students to find the location of books easily. The library provides accessibility to e-resources vide INFLIBNET to teachers.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 38:1

#### 2.3.3.1 Number of mentors ?????????????????? ???????

Response: 23

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 80

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 96.7

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	24	23	23	19

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 13.75

#### 2.4.3.1 Total experience of full-time teachers

Response: 330

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

Response:

The institution ensures that the mechanism for internal assessment is transparent and robust in terms of frequency and variety. The mechanism adopted for internal assessment is constant.

- An examination committee is constituted to coordinate the internal and external examination activities; to communicate with the students, teachers and administrative staff regarding examinations.
- Students are informed about internal assessment, and university examinations in orientation program.
- All internal assessment-related decisions are taken by the examination committee in consultation with the teaching staff of the college.
- For effective understanding of the evaluation process, the faculty members give class-wise/ course-wise instructions about unique features of internal/external evaluation of that course.
- All internal assessment-related information is intimated to students and other stakeholders through notices on the college notice board and the institutional website.

- The syllabus for the internal examinations is communicated to students during class interaction.
- After every class test and assignment, answer scripts are returned to the students. The mistakes made by them are explained in detail by the concerned teacher, and guidance is given regarding the way and means of improving future performances.
- The university norms related to internal examination are communicated to the students. The university circulars in this regard are circulated among the faculty members and administrative staff and are also displayed on the notice boards for students.
- Changes in schedules, patterns, methods (if any), are immediately notified to the students through notice boards and classroom announcements.
- The internal examination schedule is displayed on the notice board in advance. Two internal examinations are held in a year (one in each semester).
- For each course, the respective teachers follow the pattern & guidelines issued by Kurukshetra University, Kurukshetra. One class test and two home assignments in each subject are assigned to the students every semester. The college takes an internal assessment of 20 percent marks in every subject. The criterion for internal assessment is given below:

Two handwritten Assignments	:	50%
One Class Test	:	25%
Attendance	:	25%

- The internal assessment mark lists are displayed on the notice boards.
- The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations.
- Students are free to interact with the teacher to resolve assessment related grievances (if any)

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

#### Response:

The mechanism to deal with examination related grievances in the college is two-pronged as is related to the internal evaluation process as well as external examinations conducted by the University in which our students have to appear in order to successfully complete their program of study. The institution takes steps to ensure that this mechanism, at both the levels of its operation, is transparent, prompt and efficient.

- The institution has a transparent, time bound and efficient mechanism for examination related grievance redressal.
- Most of the internal examination related queries are sorted out by the Examination Committee and

Heads of departments except the extreme cases where the intervention of the Head of the Institution is necessary.

- Any discrepancy in question pattern or marks award is addressed by the Examination committee when it is brought to its notice.
- As the faculty members have a good rapport with the students, the students do not hesitate in approaching their teachers or examination-related grievances.
- Internal assessment results are communicated to the students. They are free to voice their grievances (if any) to their subject teacher and also to the Head of the Institution. To resolve their grievances promptly, effective remedial measures are taken by the examination branch.
- The assessed internal test papers are shown to the students for self-assessment.
- If any grievances related to internal assessment are raised by the students after the declaration of the final result by the university, the following steps are taken to resolve the grievances.
  - Firstly, the examination branch verifies the marks of the concerned student in the college record with the marks on his/her Detailed Marks Certificate (DMC) by the university.
  - The request for rectification of the result is made by the Principal to the university.
  - University takes necessary action, on the basis of the Principal's request.
  - The university may call the concerned teacher for the verification of the record of the test, attendance register and assignment.
- As the final examinations (for every semester) are conducted by the affiliating University, i.e. Kurukshetra University, the marks are awarded by University-appointed examiners. The entire process is carried out by the Examination Branch of the University which publishes the results.
- In case students are not satisfied with their marks awarded by the University, they are free to apply for revaluation of the concerned papers (within 15 days after the issue of DMC) and can file RTI application against fee in accordance with the procedures prescribed by the University. The college provides all kinds of assistance to students willing to apply for the Revaluation of results. The administrative staff guides the students regarding the submission of relevant documents for the revaluation process.
- Parents are also provided an opportunity to voice their opinion about examination-related grievances of their wards in Parent-Teacher Meeting duly attended not only by all faculty members but also the Principal.
- Besides the above, the Principal raises his concern with University authorities in appropriate forums about the examination, evaluation, pattern, etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.**

**Response:**

Course outcomes (COs) are the statements that help the students to understand the reason for pursuing the course and help them to identify what they will be able to do at the end of the course.

Program outcomes (POs) represent the knowledge, skill and attitudes the students have at the end of a course completion of their respective program.

The Kurukshetra University Kurukshetra, affiliating university, offers an objective-based curriculum which incorporates a broad spectrum of knowledge, skills, abilities and attitudes that students attain during the pursuit of graduate courses. The institution offers Humanities, Commerce and Science programs with well-defined outcomes. Course outcomes are framed by the faculty members at department level which incline with the vision, mission and objectives of the college. The program outcomes and course outcomes of each discipline are uploaded and displayed on the college website and communicated to teachers and students. During the common orientation session for new entrants, the principal outlined the program outcomes to them. The respective teachers also acquaint the students about the course outcomes on the opening day of each semester. College administration motivates the faculty members to attend the workshops, seminars, conferences and Faculty Development Programmes to enrich themselves to attain the course outcomes while teaching and learning in the classes. Some faculty members are also members of the undergraduate board of studies as a result the process of perception and outcomes take place in exact manner. At the end of each academic session, the teachers collect feedback from the students on whether the expected competencies, course outcomes and program outcomes are achieved or not. The Internal Quality Assurance Cell (IQAC) also collects curriculum feedback from the faculty members and forwards the comprehensive feedback report through the principal to the affiliating University for necessary action.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

Course outcomes (COs) are the statements that help the students to understand the reason for pursuing the course and to identify what they will be able to do at the end of the course.

The college has evaluated course outcomes and program outcomes separately. The course outcomes attainment level is measured on the basis of the marks obtained in internal assessment and semester end examination conducted by the affiliating university, a direct assessment method. University has earmarked 20% marks for internal assessment in each theory paper of all semesters. The criteria designed by the university for internal assessment is as follows:

- |                                |       |
|--------------------------------|-------|
| 1. Two handwritten assignments | : 10% |
| 2. One class test              | : 5%  |
| 3. Attendance                  | : 5%  |

The university has given 20% weightage to internal assessment and 80% to semester end examination. Here it is assumed that the questions answered by the students in class test and semester end examination cover

all the course outcomes defined by the teacher for that course. The target percentage of marks scored by the students in internal assessment and semester end examination is set by IQAC after a discussion with senior faculty members. Rubrics are used for internal assessment and semester end examination which help to define the threshold through which level of attainment of COs are calculated. The process of COs attainment is as follows:

#### Attainment levels for Cos:

For University Exam Assessment	
Attainment Level 1	60% students scoring more than 50% marks
Attainment Level 2	70% students scoring more than 50% marks
Attainment Level 3	80% students scoring more than 50% marks

For Internal Assessment	
Attainment Level 1	60% students scoring more than 60% marks
Attainment Level 2	70% students scoring more than 60% marks
Attainment Level 3	80% students scoring more than 60% marks

#### Targets for course outcomes

Course Title: .....

Course outcomes with code	Target Level		
	Internal Assessment	In terms of % of students and marks	University exam Assessment
COs	2.0	70% student scoring more than 60% marks	2.0

Attainment of course outcome	=	0.8×Target of university exam assessment	+	0.2×Target of Internal asses
------------------------------	---	--	---	------------------------------

It is observed that the target level of attainment of COs is achieved in all the courses except Home Science and Health and Physical Education.

#### Attainment of Program outcomes(POs)

College takes the higher education details and placement records of the alumni as supporting evidences for the assessment of program outcomes (POs)

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

#### 2.6.3 Average pass percentage of Students during last five years

**Response:** 67.29**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
224	203	178	172	138

**2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
234	228	355	341	270

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.79

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0.78

##### 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.10	.23	.25	.20	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 20

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	5	2	5

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response:** 1.98

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
10	4	14	7	11

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.73**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	4	4	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3 Extension Activities****3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Extension activities are an integral part of college co-curricular activities and are finely balanced with regular studies. Extension activities of various types are conducted throughout the last five years for developing students as responsible, socially conscious, rational and humane citizens. Institutional social responsibility is promoted through the units and clubs of the college. NSS, NCC, Women Cell, Legal Literacy Cell, Red Ribbon Club, Red Cross and other different Cells are actively involved in organizing extension activities so that students can observe life closely at the grassroots and become sensitive to the challenges of the society and learn social cooperation. These activities are organized to bring about holistic development of each student, and promote institute-neighbourhood community. The students spend quality time in nearby villages and sensitize people on many issues. The college spreads awareness through organization of different activities viz. camps, rallies, webinars, workshops, extension lectures related to crucial social issues such as Blood Donation, Drug Addiction, HIV/AIDS, Gender Sensitization, Women Rights, Beti Bachao Beti Padhao, Girls Safety, Stress Management, Health, Sanitation & Cleanliness, Voters' Awareness, National Unity, Nutrition Awareness, Yoga for health, Road safety and Covid-19 etc.

The college takes various initiatives to sensitize the students about environmental concerns viz Global warming, Environment Pollution, Plastic Ban Awareness, by organizing programs like celebration of Van Mahotsav, Tree Plantation Drive, and National Level Quiz on World Environment Day. For the spiritual development of our students, the college organizes Hawan and Bhandara (Community Lunch) on various occasions such as on the foundation day of the college and at the beginning of the session etc. The college has an active National Service Scheme (NSS) unit, which regularly organizes extension activities,

awareness campaigns on social issues during a seven day special camp in a nearby village every year. Students are exposed to rural life and thus understanding the challenges and problem faced by ruralites. The institute also celebrates various National and International Days like Republic Day, Independence Day, Yoga Day, Environment Day, National Unity Day, Women's Day', etc. for developing the sense of responsibility, accountability, integrity among students and staff members.

Students gain skills in mobilizing community participation and awakening social harmony. Through these activities the students acquire traits like teamwork, effective leadership, decision making, good communication skills, discipline, confidence, and time management. All these extension activities organized during the last five years enabled the students to tackle the social problems with confidence and they become responsible citizens. Many recognitions and appreciation letters have been received for the extension activities conducted by the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 7

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response:** 115

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
38	31	20	15	11

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 145.68

#### 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2227	1992	1216	1036	826

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Collaboration

### 3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

**Response:** 0

#### 3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

**Response: 6**

#### 3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

**Response:-**

Our college has excellence infrastructure and learning resources. The college accommodates 876 students studying in UG programmes. The campus is spread over an area of 22 acres of land which includes Governing body Meeting room, Principal Room, Administrative office, Examination Room, Seminar Hall , Class rooms(18), Labs(10), Auditorium, NCC Room, NSS, Staff room, Central Library, Boys waiting room, Girls Waiting room(2), Canteen.

**Classrooms:-**

The college has sufficient number (15) of ventilated, Spacious and well furnished classrooms to meet the students requirement for teaching. The college has LCD projectors which is used for teaching purpose by many of staff members. Over Head Projectors are also used by Botany and Zoology departments for transparencies.

**Seminar Hall/Mini Hall**

The college has one seminar hall and one mini hall which are used for various curricular and co- curricular activities viz admission of students, workshops, seminars, conferences, Parent- teacher meeting, induction programme for fresher students, cultural programmes, talent shows, blood donation camps etc.

**Auditorium**

The auditorium has a seating capacity of more than 500 students which is used for various activities organized in college.

**Centralized Computer Laboratories**

The college has a centralized computer laboratory where 45 computers are available for the students. A full time technician who is expert of computer software is appointed to maintain the computers and other equipments of the lab. As and when requires, outside experts are hired for their services on the recommendation of computer lab incharge. The computer facilities are also availed by the students of physics, chemistry, zoology and mathematics departments for their practical classes.

**Laboratories**

The college has well equipped laboratories (10) (3 each in Physics and Chemistry departments, one each in Botony, Zoology, Computer science and Homescience department) which are maintained by lab technicians and supervised by the concerned HOD. Every department maintains a stock register for

available equipments and other related materials. Lab attendant and electricians inspect the instruments regularly for effective functioning of the equipments and for ensuring safety. In physics lab, electronic equipments are protected through voltage stabilizers. Museums of Zoology and Botany departments conduct maintenance by using approved preservation with the help of trained attendants.

### Library

The college has a spacious and Well-Ventilated library to support the academic requirements of the staff and students. It is run by a librarian and helping staff. The library committee is constituted for proper maintenance and smooth functioning of the library. It has more than 39000 books, 30 Periodicals and journals, 6293 online journals on current affairs and 16 National and regional dailies to keep the students Knowledge up to date. In addition of that our library has unique E- Resource centre. In this centre we are providing access of more than 1.6 lakhs titles electronic books under UGC's N-list Program. Internet facilities through Wi-Fi system are available to the teachers for the development of e-contents. The proper account of visitors (students and staff) on daily basis is also maintained.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

##### Response:

Response:-

The multipurpose auditorium, conference/seminar hall are available for cultural activities. The auditorium is with a capacity of 500 persons in a seminar hall as well as conference hall is bearing a capacity of about 100 persons and are well equipped with audio-visual facilities.

At the beginning of every session, the cultural committee of the college organizes Talent Show competition which includes various cultural events like dancing, singing, mimicry, play instruments etc. The students who performs in this events at college level get proper guidance and are motivated for participation at different levels i.e. state and National level and also in youth festival. The college also hires professionals to trained the students to perform well in such events. Musical Instruments like Harmonium, tabla, dholki etc. are always available for the students in the cultural room. On the basis of their achievements, the students are awarded at Annual Prize distribution function of the college.

##### Sports infrastructure:-

Various sports related facilities are provided in the college campus for focusing on sports as an integral parts of our life. The college is committed to create a balance atmosphere of academic, cultural and sports activities for the development of the student personality. Sports competitions such as Intra-Mural and Extra-



Mural helps to develop team spirit among students and also enhances their inter-personal relationship in a healthy manner. The students are motivated by awarding Medals, Trophies, certificates, cash incentives and appreciate winner students and their performance by teachers in their respective classes. College also guide sports person for sports professions related courses to make sports as a Profession.

The college caters the needs of all major outdoor and indoor sports activities with standardize grounds and track facilities. The following sports facilities are available in the college premises:

College campus Sports facilities and their students wise capacity utilization.

Sr. No.	Indoor Facilities		Outdoor facilities		Total
	Game	One time capacity utilization		One time capacity utilization	
1	Game	One time capacity utilization		One time capacity utilization	
2	Yoga	30 students	500 Mts. Standard Track (Track & Field)	30 students	
3	Badminton	10 Students	Volleyball	24 Students	
4	Table Tennis	04 Students	Basketball	24 Students	
5	Self Defensive Games	36 Students	Football	32 students	
	Taekwondo	12 Students			
	Wushu(2016-17)*	12 Students			
	Karate(2019-20)	12 Students			
6	Weight Training	10 Students	Cricket	22 Students(on Practice pitch)	
7			Kabaddi	24 Students	
8			Ball Badminton(2016-17)	24 Students	
9			Cycling T4rack (2014-15)	10Students	
		90 Students		180 Students	

\*Games introduced first time in college.

In addition to these, students are encouraged to providing them sports equipments facilities like: Javelin, Shot put, Discuss throw, Volleyball, Badminton, Football, Cricket, T.T. with other related assistance. The students who performs well at college level are short listed for inter college events, State level and National Level events. To motivate the students, the college organizes “Annual Athletic Meet” every year and the winners are awarded. To take care of the Physical, mental and spiritual health of the students, regular sports practices are maintained in the campus.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 100

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 20

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

Response: 8.81

**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	7.31	4.63	9.45

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Library of Indira Gandhi National College occupies a prominent position which plays an important role in all teaching programs in the college. It is not merely a depository of books, but an active workshop which is instrumental in the creation of creative and innovative thinking. The library is fully automated, electronic and wi-fi enabled presently. Our college library has a computerized automation system using open-source library management software “Koha” version: 20.05.08.000 since 2012.

**Library Facilities: A Glimpse**

**Print Books:** The Library boasts of rich collection of 40939 books including very rare ones.

**Reference Section:** There is separate reference section is available in the library which has more than 250 reference books, encyclopedias and dictionaries in its collection.

**Periodicals:** The library subscribes 32 journals and magazines of national and international repute. It subscribes 14 national and regional newspapers in Hindi and English.

**Integrated Library Management System:** *koha* ILMS, world's best open-source software, is being used since the academic year 2012-13 in the library to automate its services. The following major features of *koha* are being used by the library:

- Circulation
- Patron Management
- Advance Search
- List
- Authorities
- Cataloguing
- Serials
- Acquisition
- Reports
- Tools
- Koha Administration

**Previous Question Papers & Latest Syllabus:** The library keeps old question papers and latest syllabi for the students to facilitate them. These are provided in the library.

**E-Books and E-Journals:** The library provides access to more than 3450000 E-Books and 6000 E-Journals through NLIST subscription. Remote access is provided to the library users through login IDs and Passwords.

**OPAC:** A fully functional Online Public Access Catalog (OPAC) can be accessed via the library website [library.igncollege.ac.in](http://library.igncollege.ac.in) and in the LAN at 192.168.1.2:8081. Various parameters can be used to refine and narrow book searches. The users can also be suggested book acquisitions via OPAC.

**Internet Facilities:** The library has a separate digital library section equipped with eight PCs available for surfing the internet.

**Audio-Visual Resources:** More than 100 CD / DVDs of books, magazines and others tools are available in the library.

**New Arrivals:** The library has separate new arrival section which provides information the library users about newly added books and other resources in the library collection.

**Acquisition of Books and other materials:** The books are purchased in accordance with faculty recommendations based on departmental needs of faculty members and students. The library committee makes the purchase based on the terms and conditions of the publishers with the approval of the Principal of the college. The subscriptions to journals/e-journals are available through N-list and other publishing houses.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 1.61

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.81	1.33	0.83	2.35	2.73

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year

**Response:** 8.78

#### 4.2.4.1 Number of teachers and students using library per day over last one year

Response: 79

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The college provides a range of IT facilities to help the students as well as the faculty members. This includes extensive computer provision and internet. This facility is regularly updated and used in Teaching learning methods, record keeping and administration. The college used IT facilities for conducting the online classes during COVID- 19 pandemic. Our college office also uses this facility for admissions, fee collection and accounts maintenance. Examination branch of the college uses this facility for internal as well as external university examinations. The examination branch also uses this facility for conducting online examinations such as evaluation, invigilation and result uploading for final examination etc.

Earlier, the attendance by staff was marked manually but presently, the biometric attendance system (Aadhar based pattern) has been adopted by the college administration and working properly since July, 2017 with internet facility.

The college Library is fully computerized and KOHA management software has been installed in the library to keep track of the books and journals since 2012. The computers of the library are used to access the e- contents and N- list. In addition to that, our library has a unique E-resource center through which it provides access to more than 6293 online journals and more than 1.6 lakhs titles of electronic books under the UGC- N\_list program. Internet facilities through the Wi-Fi system are also available to the teachers.

Virus checking systems ensures all electronic files are scanned appropriately for virus time to time. The news section of our college shares the college activities and achievements through newspaper and social media platforms using this facility.

The college has a well furnished computer lab with modern equipped terminals. All the computers have internet connectivity for use by the students and faculty members. Regular updating has been made from time to time like replacing the windows software, replacing the bulky display monitors with LCD, LED which are eco- friendly. Other labs like physics, chemistry, botany and Zoology etc. are using wi-fi facilities in conducting the practical's of the students. The college has CCTV surveillance. Taking advantage of advanced technology surveillance has been upgraded with high definition night vision CCTV Cameras to view every nook and corner of the college. The website of the college has been functional since May, 2015 and the Website Updation Committee ensures its proper functioning. The website has been updated with the new domain to make it more informative for all stakeholders. The college has a Purchase

And Maintenance Committee to monitor the issues related to ICT updates.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 14:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 250 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 87.63

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
25.98	37.75	34.99	55.71	35.78

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Response:**

##### **Response :**

Our college ensures optimal allocation and utilization of the available resources for maintenance and upkeep of different facilities including Principal's office, Administrator office, Classrooms Seminar Rooms, NSS room, NCC room, Women Cell Room, IQAC office, Placement cell, Sports Room, Laboratories, Computer Room, Common Rooms for boys and girls, College Canteen, Staff Room, Meeting Room, Library, Parking, Conference rooms, Ground for sports etc. in the interest of students.

##### **Utilization of Classrooms:**

The Principal is competent authority to constitute a time-table committee or time-table incharge which in coordination with HOD's of all departments prepares a time-table for the college. It is the responsibility of time-table incharge to allocate all the classrooms keeping in mind that the maximum utilization of classrooms. **Utilization of Administrative Office:**

Administrative office is used by administrative and support staff in cabinets assigned on need basis by Principal. One storage room is attached with this administrative office for storage of old account books, admission documents and other important files.

##### **Utilization of Laboratories:**

Laboratory is a facility of the college which provides the scientific experiments/practicals to perform by the students. Our college has physics, chemistry, Botany, Zoology, Home Science, Computer Science labs etc where the students are divided into the batches and practicals are allotted/arranged batchwise.

##### **Utilization of Library:**

Our college library is monitored by the librarian as well as CCTV cameras. Library is classified into various categories like cabinet for the librarian, online resources cabinet, books issuing and return counter, reading room containing seating arrangement for students to study and separate reading room for staff members etc. Our library also provides access to e-resources with journals and magazines. **Utilization of Sports:**

##### **Sports:**

All sports facilities present in the campus are used for sports education, completion and re-creation of the college students and staff members etc. The college has a basket ball court, cricket pitch, volley ball,

badminton court, weight lifting and also other indoor games for use by the students. It is the duty of groundman to issue and return the sports material for practice in time.

### **Seminar Room:**

The computer technician and electrician make all arrangements in the seminar room. The seminar room is used for workshops/conferences organized with the help of funding agency, guest lecture for students, guest lecture for faculty and staff members, to delivered the lecture by faculty to students, for quiz competition, for extension activities etc. with the prior permission by the competent authority.

### **Meeting Room:**

The meeting room is used for the meeting of management of our college, faculty and staff members by the principal and meetings for small training workshops for faculty and staff, meeting of IQAC etc.

### **Auditorium:**

The college has an auditorium with a seating capacity of near about 500 people. The events organized in the auditorium are cultural events like talent show competition, youth festival, large scale conferences/workshops, alumni meet, blood donation camp, annual functions like prize distribution, convocation, rehearsals/training of cultural programmes etc.

### **Common Rooms:**

The college has two common rooms one for boys and other for girls students. The students sit there during their free lectures and various facilities are available in these common rooms like comfort table furniture, magazine and news papers, notice boards to display information, first aid kit, clean and hygienic washrooms etc.

### **Staffroom:**

The college teaching staff room is equipped with facilities like RO System for safe drinking water, refrigerator, Wifi cable net work, Microwave oven, almirahs for teachers, clean and hygienic toilets, comfortable furniture, display board for notices, newspapers etc.

### **Parking Space:**

The college has its own parking which is exclusively for internal users i.e. for teaching and non-teaching staff and enrolled students of the college. Outsiders are not allowed to park their vehicles in the parking area of the college.

### **Canteen:**

The college canteen is utilized by internal users of the college. No outsiders are allowed to enter in the college canteen. The canteen is sublet to one outside contractor by floating a tender. It is the duty of the contractor to keep it clean and hygienic. Food items and beverages are sold on affordable and pre-approved prices.



## **Policy for Maintenance of Facilities**

### **Maintenance of Classrooms, Auditorium and Seminar Hall :**

The College has Classrooms, auditorium, Seminar Halls and Staffroom with sufficient sitting capacity. The full time sweepers are appointed for the cleanliness of above rooms. These are monitored and supervised by the college Deputy Superintendent, who also allotted them various sections for cleaning and maintenance.

### **Maintenance of Library:**

The library is run by a librarian and other helping staff. The library committee is constituted for proper maintenance and functioning of the library.

To ensure timely return of books “No Dues” from the library is mandatory for students before appearing in the examination. The proper account of visitors (students and staff) on a daily basis is maintained.

### **Maintenance of Laboratories:**

The laboratories are maintained by lab technicians and supervised by the concerned HOD's. For the purchase of equipments, proper procedure is followed and then entered in the stock register. Lab attendant and electrician inspect the equipment regularly for effective functioning of the equipment and for ensuring safety. In the Physics Lab, electronic equipments are protected through voltage stabilizers. Museums of Zoology and Botany departments are maintained by using approved preservation with the help of trained attendants.

### **Maintenance of Computers and Electrical Equipment:**

Computer technicians look after maintenance of IT resources like computers, printers, replacement of tonners, software problems and networking issues. Minor repair and problems in the computers are carried by the technician. For major problems, the outside experts are hired on the recommendation of the computer committee and Principal.

### **Sports:**

The College games and sports activities are supervised and maintained by Sport incharge of the college. Requisition for the purchase of new equipment is made by the sports committee with the approval of the principal.

### **Maintenance of Physical Infrastructure and college Building:**

For the safety of college building, the regular process of repairs, renovation and maintenance is followed. White wash work on the building is done on regularly.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 75.89

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
774	846	787	762	805

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 7.36

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
47	84	76	83	106

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### **5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 22.42

##### **5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
468	267	136	75	150

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

#### **5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

<b>5.2.1 Average percentage of placement of outgoing students during the last five years</b>				
<b>Response: 0</b>				
<b>5.2.1.1 Number of outgoing students placed year - wise during the last five years.</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

<b>5.2.2 Average percentage of students progressing to higher education during the last five years</b>				
<b>Response: 137.61</b>				
<b>5.2.2.1 Number of outgoing student progressing to higher education.</b>				
Response: 322				
File Description	Document			
Upload supporting data for student/alumni	<a href="#">View Document</a>			
Institutional data in prescribed format	<a href="#">View Document</a>			

<b>5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>				
<b>Response: 80</b>				

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
43	7	5	0	1

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
43	7	5	0	1

**File Description**

**Document**

Upload supporting data for the same

[View Document](#)

Institutional data in prescribed format

[View Document](#)

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 68

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
13	25	8	13	9

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters and certificates

[View Document](#)

### 5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

#### Response:

The college always provides opportunities to the students for their representation in various administrative committees, co-curricular and extracurricular activities. Being important stakeholders, the students play very constructive role and give their valuable suggestions. They are active members in different committees and cells/clubs such as IQAC, Cultural, NSS, NCC, Sports Committee, Library Committee, Discipline Committee, Anti-Ragging Committee, Women Cell, Career Guidance Cell, Road Safety Club etc. The suggestions given by the student representatives are incorporated into the policies of these different committees and cells/ Clubs. They enthusiastically involve in the activities organized by the cells/ clubs along with faculty members (Committee Conveners/ Activity In-charges). The mechanism of students' participation in decision making enhances their decision making and leadership capabilities for managing college functions, Academic program, co-curricular and extracurricular activities. The college administration intends to inculcate human value and managing skills for the welfare of the society as well as humanity. To inculcate the skills of writings on the topics of social importance and literary interests, our students give their valuable contribution in the college magazine 'Haryana Rashmi' as Student Editors for various sections such as English section, Hindi section, Punjabi section, Sanskrit section, Commerce section and Science section. The magazine also provides them platform to improve their managing skills and writing efficiency. Such opportunities help the students in improving their writing skills and editorial capabilities.

The Student Council was formed as per the guidelines of Kurukshetra University Kurukshetra /Director General Higher Education, Haryana, Panchkula in session 2018-19. The student council worked for the participation of students in academic and administrative activities of the college. The process finds recommendations because most of the students at the college level are voters and they exercise their right of franchise for good governance. The students elected student Council and learnt democratic experiential learning through electoral process. The election was held in two phases on October 17, 2018 for the session of 2018-19. However at present no student council is being constituted as the state government banned the student's election in educational institutes all over the state.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 34

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
45	42	29	30	24

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Response:

The alumni are real trademark of any educational institution. The Alumni Affairs Committee provides a platform to interact and binds together them with its alma mater. The college always imparts education to its students to achieve the main objective “Come to learn, go to serve”. The college is enrolling the old students through online/offline registration drives and inviting them to enroll themselves in college’s Alumni Association. The committee appeals through college website, social media and personal interaction to get register and to give their valuable contribution in the overall development of the college. They are the best goodwill ambassadors of their institution. The connection among the alumni, the students and the college not only benefit the students a lot in learning from the invaluable and vast experience of the alumni but give a pious bonding to past, present and future generation students. The experiences shared by the alumni regarding career, time, financial management and the development of self-discipline guide and inspire the students to achieve their goals and aims in life. The college is doing its sincere efforts to enhance membership and financial and non-financial contributions. The college has enrolled 309 alumni and received the amount of Rs.2,07,950 (Two lakhs seven thousand nine hundred fifty rupees only) from 2016-17 to 2020-21. The college organizes alumni meets which provides a platform to its alumni to share their experiences and suggestions for the progress of the college. Our alumni extend their cooperation through different platforms, NGOs and local organizations in which they are working at important positions. It is a matter of great pride that President and many members of College Governing Body are also college alumni who are serving its alma mater passionately and selflessly. The college organizes alumni meet time to time to enhance goodwill and connectivity between alumni and present students. Various events like cricket match, Marathon etc. were organized by Alumni Affairs Committee.

Some of prominent alumni of our institution are Dr. Abha Bansal, Principal, SA Jain College, Ambala, Dr. Jivesh Bansal, Librarian, Panjab University, Chandigarh, Dr. Hira Lal Goel, Assistant Professor, UMass Chan Medical School, University of Massachusetts, Dr. Arvind Sharma working as Scientist at ICMR, Delhi and so many alumni are working as Associate Professors, Assistant Professors, Teacher, Lawyers, businessmen and Govt. and Non Govt. employee across the world.



<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response:** D. 1 Lakhs - 3 Lakhs

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution**

**Response:**

The College has well defined Vision & Mission, displayed on the College Website and in the College Campus so that it is conveyed to various stakeholders. The Vision of the institution is to provide quality education to all especially to those from the less privileged and rural backgrounds and to build a community of individuals who are responsible citizens. The mission of the college is to impart knowledge which is empowering, value based, patriotic and holistic in nature and inculcate the spirit of secularism, nationalism, communal harmony and rationalism as a value system. Students are sensitised to environmental issues and enriched culturally and socially to create top quality human resources by developing the innate talent of the rural students and promoting them as socially responsible citizens. Students are equipped to face challenges with courage and commitment; awareness and self-reliance is inculcated among rural and weaker sections. The institution translates its vision statement into its activity by constantly evaluating and upgrading its academic programs; focusing on imparting life skills to students; personality development programmes for students and teachers; strengthening co-curricular activities through NCC, NSS, Sports, Cultural and Social activities.

**Nature of Governance and Leadership:**

The institution has a very transparent governing system under the effective leadership of the Governing Body and the Principal. The leadership is committed to fulfil the vision and mission statement of the institution. The leadership, consisting of the Management and the Principal, prepares the plan of action in consultation with the Planning Board and IQAC. In view of execution of the prospective plan of the institution, the Governing Body of the college gives necessary direction to the activities of the institution and mobilises financial resources. Also constructive suggestions of student representatives in various committees are taken into consideration while planning various activities. The Principal plays a key role in governance and interacts with the stakeholders through orientation programs, staff meetings, alumni meets, meetings of Governing Body, parents' meet and informal interaction with various stakeholders as well through communication with Govt.

**Authorities.**

**Plan of Action:**

**The Vision and Mission is effectively deployed through academic and administrative planning done at two levels:**

**1. Short Term Planning**

1. **Academic Calendar - An academic calendar is prepared for a quality academic atmosphere. The**

**IQAC Coordinator monitors the implementation of Academic plan of action e.g. completion of Curricular, Co-curricular and extracurricular activities.**

1. **Implementation of Academic Calendar - All the HODs, Conveners and other**

**members do their best to make the plan effective.**

**2. Long Term Planning**

1. **Perspective Plan - As per the parameters and recommendations of NAAC, the perspective/strategic**

**plan is prepared. New courses are being launched. The upgradation and addition of infrastructure takes place as and when needed. Improvement in Academic, Library and sports facilities is also an important part of the prospective plan.**

**B) Implementation of Perspective Plan - Different methods to introduce, review, monitor and evaluate new courses, infrastructure and other facilities such as sports, library etc. are adopted.**

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

**Response:**

**Decentralization and participative management are practised by our institution with heart and soul.**

The participative management consists of President, Secretary, Treasurer and members of the college committee, the Principal, HODs of departments, teaching and non-teaching staff members, students' council, office bearers, class representatives and members of academic council. To maintain the quality and excellence in education, the Management of the college provides operational autonomy to the Principal in decision taking and implementation of plans and policies in curricular programmes. In our college, there is a culture of participative management as each department of the college is autonomous in terms of day-to-day working. Moreover, various committees consisting of staff and students are formed for different activities. The process of decentralization and participating management can be exhibited through the mechanism of purchase committees of the college.

#### Case Study :

##### **Purchase Procedure: Augmentation and Maintenance**

For every purchase, augmentation and maintenance of the college, a purchase committee is formed comprising one of the senior staff members as convener and two or three more persons as members. Heads of departments, conveners of committees and incharges of laboratories take due care of requirements of their respective departments, committees or laboratories. The principal approves the written requisitions regarding required materials submitted to the office. Then, quotations are invited by the purchase committee through the office. These quotations are opened in the meeting of the purchase committee with the Principal. Comparative statement is prepared, and vendors are finalized in this meeting and orders are placed through the office. The convener of the purchase committee and request initiator checks and verifies the purchased material. After verifying the purchase procedure Bursar of the college passes the bills and payment is made by the office. Simultaneously entries are made in the stock register by HODs or conveners. The whole process is also checked and verified by the chartered accountant appointed by the management. In this way the purchase committee works in a decentralized and transparent manner and the Principal, conveners, members of teaching and non-teaching staff are involved in the whole process to carry out their respective responsibilities.

##### e.g. Purchase of UPS

1. Grant from UGC was received under 12th development plan on 11-10-2017.
2. The principal approved the requirement and directed the purchase committee for the same.
3. The Purchase Committee invited the quotations from different vendors through the office and these quotations were opened in a meeting with the principal on 17-02-2018. These were approved in the presence of the members of the purchase committee.
4. Purchase order was placed to M/S New Era Technologies on 17-02-2018.
5. The UPS along with the bill was delivered by the vendor and it was verified and checked by the purchase committee and the computer lab incharge

6. The bill was processed by the office. The payment was made after verification by the Bursar and the Principal.

7. The process of purchase was checked by the Chartered accountant

8. Final payment was received from UGC after submission of the utilization certificate.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

**Effective Teaching Erudition Procedure:**

Being affiliated with Kurukshetra University Kurukshetra, Indira Gandhi National College follows the course curriculum designed by Kurukshetra University Kurukshetra for various streams. The college follows the academic calendar in accordance with Kurukshetra University. The institution has developed a structured and effective implementation of the curriculum. Based on the University calendar, the college plans its various activities of different departments and cells, which are followed by each department and cell respectively. Principal holds a meeting at the beginning of the academic year to finalize the plan of action for transacting the curriculum with the help of lesson plans and formulating guidelines for various activities. The departments chalk out the Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs). Lesson plan is prepared by respective faculty members at the beginning of each semester and uploaded on the website of the college. It gives an insight to the students and teachers how the lecture class will be handled throughout the semester. A proper time table is made keeping in view the availability of the faculty and students; it is displayed on the notice boards and implemented properly. An orientation programme is conducted during the first week of the session. The objective is to acclimatize the freshmen with the new surroundings and develop a sense of bonding with their fellow students and teachers. It helps them understand their responsibility towards various social issues and imbibe humanitarian values to become responsible citizens. The orientation programme is conducive to develop a fruitful teaching-learning experience. The teachers identify the slow learners and advance learners through direct and indirect assessment and chalk out a plan to work on their weaknesses and strengthen their innate potential. Time to time meetings are held by the HODs of various departments with their colleagues to discuss the progress and further plan of action for their respective departments. The Career Guidance Cell of the college provides career counseling and orientation to the students for different job prospects. The mentors assigned to the students interact with them and help them understand and resolve their academic and other difficulties.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

**Response:**

**“The Indira Gandhi National College Society, Ladwa (Dhanora)” came into force in 1975. The society disperses powers to different office bearers (Managing committee) of the Governing Body. The Governing Body is constituted as per the directions of K.U.K. and DGHE Haryana. The Governing Body decides all the development activities of the college, introduction of new academic programs, policy decisions and faculty recruitment. The managing committee consists of the President, Vice President, General Secretary, Treasurer and Member Secretary (Principal). The managing committee has administrative powers along with the control over accounts as well as infrastructure planning, development and maintenance. To enforce the decision of the Governing Body, the college Principal constitutes the Advisory Committee, Administrative Committees and Activity Committees that consist of Teaching Staff, Non-Teaching Staff and student representatives. As per the directions of the Principal and Advisory committee, the administrative body takes decisions and plans for all academic and administrative activities.**

- **The IQAC with Principal as chairperson is responsible for quality enhancement, quality sustenance in all academic activities and propose recommendations for educational services in academic and administration for further extension. The IQAC Committee recommends the quality needs of the institution.**
- **UGC Affairs Committee makes proposals for college development grants from UGC and utilizes the received grants and sends the utilization certificates.**
- **Examination committee frames the exam related policies; conducts internal assessment and class tests.**
- **The Anti-ragging committee ensures a ragging free campus.**
- **The Anti Sexual harassment cell looks into matters pertaining to sexual harassment in the institution.**
- **Students can contact the Principal as well as teachers and represent their personal and**

academic grievances freely and frankly. Student's Grievances Redressal Cell takes action to redress the grievances represented by the students immediately and effectively. A suggestion box is also installed in the campus to put letters of grievances.

- Legal Literacy Cell creates awareness among students about various legal aspects impinging upon their day to day life.
- A Discipline Committee is formed to monitor adherence to the code of conduct.
- RTI Committee deals with the queries related to RTI applications.
- Library committee manages the whole library system.
- SC/ST committee utilizes & observes SC/ST grant for proper disbursement.
- Fee Concession & Scholarship Committee scrutinizes the needy and deserving candidates to provide them fee concessions and scholarships.

Similarly, all the activity committees work in their respective fields.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

The college provides effective welfare measures for both teaching and non-teaching staff. To create a conducive environment and for the growth of the college, various welfare measures are made for the staff. Following are the welfare initiatives of the college for its employees:

**Teaching Staff:**

- Study Leave as per the rules of the Govt. of Haryana
- Provident Fund Scheme and NPS facility as per rules
- Maternity Leave as per the rules of the Govt. of Haryana
- Casual leave and earned leave as per rules
- Encashment of earned leave as per government rules to the retirees of college.
- Facility of Duty Leave to attend Seminars/Workshops/ Refresher Courses/Orientation Programme/FDP etc.
- Organizing workshops and faculty development programmes from time to time for their academic, spiritual, and professional development.
- Canteen Facility
- Decentralization of the power among the staff members
- ICT gadgets are made available
- Fee waiver for participating in the National/State level seminars/conferences organized within the college as an indirect financial assistance.
- New Pension Scheme
- Refundable and Non- Refundable facility for the staff from provident Fund Loan as per Govt norms
- Free education for their wards
- Free Wi-Fi facility as well as use of ICT infrastructure
- Residential facility
- Staff room equipped with the required facilities (RO, Refrigerator, Microwave, Crockery



etc.)

#### Non Teaching Staff:

- Free education for their wards
- Cycle Allowance
- Uniform Allowance
- Casual leave, earned leave and duty leave as per rules
- Provident fund and staff pension scheme as per govt. rules
- Refundable and Non- Refundable facility for the staff from provident Fund Loan as per Govt norms
- New Pension Scheme
- Canteen Facility
- Decentralization of the power among the staff members
- ICT gadgets are made available
- Free Wi-Fi facility
- Workshops and FDPs are organized to make them aware of health, hygiene, and professional ethics etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

**Response:** 31.17

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
7	15	16	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 1.2

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 43.75

#### 6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	15	6	3	8

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

#### Response:

The internal appraisal of the teaching staff is done through ACR. Annual Confidential Report of the teaching staff is based on the annual performance of the employees based on their academic results, duties performed in the college, research work and other extracurricular activities. ACR, submitted by the staff members annually, is verified by the Principal and counter signed by the President of the Governing Body. The external appraisal is done through API (Academic Performance Index). For regular staff, API proforma is duly filled in at the intervals of 4 years, 5 years, and 6 years as per norms. The proforma duly filled up along with required documents is to be submitted by the teacher to the college. After that, this proforma is assessed by the college IQAC, then by the principal and after that, these documents are sent to the University. The IQAC recommends the promotion cases to the Governing Body of the College, which further recommends the cases to the screening committee, constituted by the University to assess and verify the API scores submitted by the college. The screening committee recommends the cases for promotion after finding it fit for promotion. The case is forwarded to the Director General Higher Education, Haryana for final approval.

The appraisal of the non-teaching staff is done through ACR that consists of some qualitative measures like punctuality, discipline, honesty, and the willingness to work properly. This overall evaluation is done at first by the deputy superintendent, then by the principal and after that it is approved by the management of the college.

- Participation in orientation and training programmes; increase in academic enrichment, paper presentation, publications of articles in journals and books and participation in National and International seminars and conferences are some measures for performance appraisal of faculty members.
- After receiving the outcome of the performance appraisal report of the staff by Management, the appraisal reports are analyzed and the strength and weakness of faculty is identified. Adequate measures are taken to improve the quality of teaching learning process.
- The performance appraisal system proves to bring out qualitative output in academic performance of the Institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Our college is a privately managed government aided college and the main sources of finance are the grants from DGHE Panchkula, UGC grants, scholarships from State government and philanthropists as well as fees collected from students (SFS). All the financial affairs are duly supervised by the college Bursar and Purchase committee to ensure adherence to rules and procedures. The affiliated university KUK carries out a comprehensive audit of the amalgamated fund. Our college has a grant-in-aid under category 12B and 2F of University Grants Commission. We receive various grants under the schemes of UGC and we send utilization certificates of these grants to UGC for their consideration.

There is a systematic mechanism for both internal and external audits.

For internal audit, there is a proper procedure to make purchases and incur different types of expenditure. Requirements from different corners are received in written form and those are discussed with and approved by the Principal. Conveners of the Purchase Committee and Bursar verify the items purchased and procedures followed and then bills are paid after the signature of the Principal. An Accountant of the college maintains all the records of financial transactions in accounting software Tally. All the vouchers and bills are then checked by the Chartered Accountant of the college (appointed by the governing body) as per government rules. For external audit, the auditors come from DGHE, Panchkula, Audit Cell of Kurukshetra University, Kurukshetra and Accountant General Haryana, Chandigarh as per their schedule from time to time. The college ensures keeping the accounting records transparent. Balance

Sheets and other financial statements are prepared clearly indicating the amount spent under different heads. Financial statements are signed by Deputy Superintendent, Bursar, Principal, and the Chartered Accountant and are put before the governing body for their perusal and observation. The scholarship given to the Scheduled Class and Backward Class students are also checked and verified by the auditor appointed by the Director General Haryana annually.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 2.16

#### 6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.64	0.32	0.26	0.37	0.57

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Response:

Our college is a privately managed government-aided institution. It has a well-planned mechanism for mobilization of funds and optimal utilization of its resources. The major source of funds for the college is DGHE, Haryana provided in the form of Salary and Pension of Staff members employed under Grant- in- Aid. Apart from salary, grants are also received from UGC, affiliating University, academies and DGHE, Haryana to organize seminars, conferences, workshops, symposia and cultural activities etc. SC and BC students receive post-matric scholarships from the government under DBT scheme. The affiliating University also provides funds for scholarship to meritorious students under Radha Krishnan Scholarship scheme. The college also manages to receive grants and donations from organizations and individuals in cash and non-cash forms. Philanthropists also donate funds to the college to provide scholarships to the students on merit cum means basis for their educational upliftment.

- Funds through various scholarship schemes of the Govt. are mobilized for example, SC/ BC, POSE, RKFF and University Merit Scholarship etc.
- Funds for science exhibition from Govt.
- Funds from KUK to organize events such as Talent Show, Ratnawali Sang Mohostrav etc.

Optimum utilization is ensured through proper planning and by adopting appropriate procedures. Utilization certificates are sent through internal and external audits. Based on the proposals, funds are allocated to the college under various heads which include augmentation of infrastructure facilities like laboratories, library, furniture, equipment and maintenance of classrooms etc. For grant-in aid courses, the admission fee is submitted to DGHE/ College as per the University & DGHE norms. Development and utility fees contribution from students remains a basic source of funding to the institution. The Management provides funds to the college as and when it

needs to meet the expenses against infrastructure and maintenance.

All decisions related to financial matters of the college are directly handled by the Principal in consultation with the College Governing Body. Institutional budget is prepared by the Principal every year taking into consideration recurring and nonrecurring expenditures. The account clerk of the college maintains all the financial records in accounting software. All the vouchers, bills and grants received from other funding agencies are duly audited by the Chartered Accountant. The Audit of salary grant is conducted by an audit cell in the office of DHE, Haryana. To ensure accountability, the college office prepares the balance sheet clearly indicating the amount spent under different heads. The balance sheet is signed by the Principal and the chartered Accountant and placed before the Governing body for their approval.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

**Two practices as per suggestions of IQAC initiatives are as follows:**

### **1. Faculty Development and Research Promotion:**

**Faculty Development and Research culture is promoted incessantly by the IQAC that follows the following steps for it:**

- **The college organizes National and State Level Seminars/ Workshops / Conferences and Faculty Development Programmes**
- **Teachers are motivated to participate and present their research papers in seminars and conferences to keep themselves updated.**
- **Teachers are encouraged to get their research published in well reputed journals**
- **The faculty members are motivated to attend Orientation Programmes/ Refresher courses/ ShortTerm Courses/ Training Programmes etc. organised by other institutions.**

**As a result of the continued focus, the number and quality of research activities in the institution are promoted incessantly. During the last five years the institution organised 06 seminars/workshops; 28 research papers have been published in UGC approved National and International Journals; the number of publications of books/chapters in edited books is 10 and research papers presented in**

conferences/seminars has gone up to 157. Faculty members attended 197 webinars/conferences/seminars, they were also invited 11 times as Resource persons in conferences and 14 Guest lectures were delivered by the faculty.

All except three teachers are Ph.D Holders, the remaining three have registered for Ph.D. They are encouraged to complete their Ph.D as soon as possible.

**2. Techno-Pedagogy: Strengthening IT structure for administration and teaching-learning, IQAC** has taken upon the task of equipping the teachers with modern IT skills. For this purpose, the IT infrastructure of the college has been enhanced with more ICT enabled smart classrooms. Training was imparted to faculty members on the use of the newly installed ICT devices including Smart Boards. 100 MBPS Airtel broadband internet connection and WiFi facility are available. The number of computers, LCD projectors has been increased for teaching-learning. Seminar halls and many classrooms have been provided with LCD projectors and LAN. An INFLIBNET N-LIST facility has been provided in the library. During COVID-19 teachers were provided training on ICT tools and most of the teachers used ICT in the teaching learning process viz. Google Meet, Google Documents, Google File and Google classrooms. Training on the Office/ Document management system was offered to administrative staff of the college. The preparation and submission of internal evaluation marks to the affiliating university were completely shifted to online mode. During Pandemic, even the external evaluation marks were submitted through online mode.

To improve the quality of education, the college introduced the use of ICT into the teaching-learning process and educational resources. This includes online digital learning through smart classrooms and electronic resources i.e. e-books and e-journals in the college library. Using ICT, the whole scenario of the teaching-learning process has been changed. Online Programs and different competitions at College, State and National Level were organised during COVID-19 period viz. Webinars, Online Quiz Contests, Easy Writing Competitions, PPT. Making Competitions, Slogan Contest, Surya Namaskar Competition, Shloka Ucharan Competition etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The IQAC of the college reviews its teaching-learning process, structures, and methodologies of all the activities related to teaching-learning. It also observes the learning outcomes at regular intervals to make teaching-learning more effective and interactive. The college organises orientation programs for the new students to acquaint them with curricular and co-curricular activities and connect them with the college fraternity and environment.

Two examples of institutional reviews and their implementation for making teaching-learning effective are as follows:

#### 1. Teacher Students Relationship / Mentor-Mentee system:

Under this initiative, the IQAC of the college allotted a fixed number of students to every teacher. The teachers observed their students based on their learning ability. After proper identification, the teachers motivated the fast learners to become improved personalities and guided the slow learners to keep pace with their fellow mates. The same process is applied to every new student admitted to college. The college organises orientation and Bridge course programs for the new students. The purpose of these programmes is to make the students aware of the curriculum and to connect their previous knowledge with the prescribed curriculum. These were started for improving the academic results of the students. Mentees are guided for filling online examination forms of affiliated universities, and their problems and queries are resolved from time to time. Mentees are motivated to participate actively in Curricular and Co-Curricular activities. Mentees are ensured that they are free to contact their mentors for career guidance and solution to any problem. During Covid-19 online Mentor-Mentees Meetings were conducted to make the mentees stress-free and ensure them to follow COVID-19 protocols like wearing masks, maintaining physical distance, etc. Mentees are also motivated to give Curriculum Feedback and General Feedback.

#### 2. Promotion of ICT into the teaching-learning process and educational resources:

To improve the teaching-learning process the college emphasizes the use of ICT. The college has improved the ICT facilities in the classrooms. Internet connectivity of 100 MPBS is provided on the campus. Teachers are motivated to use Google Meet, Google Classrooms, Youtube Lectures, and various E-Resources for making teaching-learning more effective, especially during the COVID-19 era. Teaching is directed to enhance their ICT skills by attending FDPs and Training Programme on ICT tools and techno-pedagogy.

Due to ICT promotion, learning has become more interactive and interesting. The students can get quick access to E-resources; they can browse quick links to the lesson plans, course outcomes, timetable, library resources, etc. on the college website.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 6.5.3 Quality assurance initiatives of the institution include:



- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

**Response:**

Gender equity lies in providing all the people of society, i.e., men, women, transgender and others, equal rights, responsibilities and opportunities irrespective of any gender bias. Gender equality is the chief goal behind the idea of constructing an ideal society by devising and implementing requisite measures for gender equity. But, unfortunately, history gives ample evidence of gender bias in society, particularly against women, transgender and others. It impacts people of all ages and backgrounds. Considering the prevailing gender bias in our society regarding the allocation of various facilities and opportunities for self development, Indira Gandhi National College, Ladwa, organizes a number of awareness programmes to enlighten the girl students about their specific rights and opportunities to attain equitable status in all spheres of life. College organizes various women empowerment activities and programmes through its various cells to inculcate among the students gender sensitivity and moral responsibility for each individual, thereby creating an atmosphere of equity and justice for females by providing them equal material, human and intellectual resources for achieving higher standards of living in various spheres of life. The college organizes Self Defense Training Camps for girls to instill a sense of self confidence and security among them. The Women Cell and Legal Literacy Cell of the college organize Legal Aid Camps in the college premises to create legal awareness among the students and faculty members on various issues. The college conducts webinars on the themes of 'Laws for Girls Safety and Security' to create awareness among the young generation about the provisions and laws related to dowry and domestic violence. The chief objective of conducting such programmes is to acquaint especially the girl students with their legal rights which are meant for sustaining their self esteem, physical and psychological security against any kind of domestic violence. In addition to these events the college also organizes various awareness programmes related to health and hygiene of females and stress management of adolescents. The college aims at developing the stress management skills of students during various situations of crises. The college gives special attention to the safety and security of students. It has a fully equipped surveillance system on the college campus with high quality CCTV IP Cameras installed at various places and NVR (Network Video Recorder). There are facilities of separate common rooms for boys and girl students and provision of a separate room for girls in the college canteen. The college campus is enclosed by boundary wall. The college has two main gates. The college has various committees like Women Cell, Legal Literacy Cell, Student Grievance Cell, Internal Complaints Committee and Mentor-Mentees groups to guide, counsel and sensitize the students about gender equity and equal rights. The college abides by the regulations laid down by DGHE, Haryana and Kurukshetra University Kurukshetra to create an environment of equity and justice in the college.

File Description	Document
Annual gender sensitization action plan	<a href="#">View Document</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Waste management includes the events and arrangements required to manage waste from its beginning to its final clearance keeping in view the sustainability of eco system and human health. It comprises the aggregation, transportation, treatment and dumping of the garbage and ethical disposal of all kinds of waste. It also consists monitoring and regulating the waste management process. Waste can be solid, liquid, e-waste and hazardous chemical waste. It is intended to lessen the adversative effects of waste on human healthiness and the environmental sustainability. Effective and proper management of waste is indispensable for making a sustainable and convenient environment for human wellbeing and ecosystem. The college NSS unit and other cells make the students and society aware of the importance of waste management.

**Solid Waste management:** It is essential to dispose of solid waste to avoid unsanitary conditions, especially in an educational institute. Unethical or improper disposal of solid waste can create many

problems. The college administration has installed/ placed a number of dustbins to collect degradable and non-degradable waste. The college has various dumping pits to dispose of bio degradable waste of the college. All the staff members, students and visitors are requested to use the facility of dustbins and sweepers are motivated to dispose of all such waste in dumping pits. A number of leaf collectors have been installed in the college premises to collect the shed off leaves. After the natural processing this waste is used as organic fertilizers in plants. There are three safety tanks for solid degradable waste in the campus.

**Liquid Waste Management:** Having the rain water harvesting and conservation system in the college, the college is intended and determined not to waste a single drop of water.

- There are two Ros have been installed in staff room and college office. All the rejected water is reused in moping and watering the plants.
- To stop water wastage the replacement of defaulted taps and other equipment's is a routine functioning of the college.
- Whether rain water or Waste water generated in the different areas goes in the water recharge points and beds of flowers or plants. Not even a single drop of water drains outside the college.

**Biomedical Waste Management:** The college is not running such an academic course or program in which biomedical waste is generated. Therefore, no requirement of such type of waste management.

**E- Waste Management:** The college makes its best efforts for proper disposal of E- waste (Electronic and electrical waste) such as batteries, cells, electronic devices, computers UPS etc. in best possible available manners giving back to vendor or traders on adjusting its cost in new purchased electronic or electrical instruments or without cost which protects the health and the environment against any kinds of hostile effects.

**Waste recycle system:** Dumping pits/ Leaf collectors are there in which shed off leaves and other bio degradable wastes are gathered for decomposition and later act as suitable manure for plant and flower pots. Waste water of Ros and AC is also used in mopping and watering the plants.

**Hazardous Chemical and Radioactive Waste Management:** The college runs not such course in which hazardous chemical and radioactive waste emerges. Therefore no need of such mechanism and management.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.5 Green campus initiatives include:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**Response:** A. Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### **7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Certificates of the awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of**

**reading material, screen reading****Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).****Response:**

Indira Gandhi National College, Ladwa organizes a number of co-curricular, extra-curricular, extension and sports activities for all its students and staff members to provide them an inclusive and congenial environment towards cultural, regional, linguistic, communal, socio-economic and other diversities. The main objective of conducting such programmes is to inculcate among the students a sense of social responsibility and good citizenry and develop a sense of unity and universal brotherhood which is devoid of any gender bias and discrimination on the basis of caste, creed and culture. The institution has the requisite infrastructure to promote active participation of the students in social, cultural and recreational activities which is conducive to their harmonious relationship with one another. It celebrates commemorative days like International Yoga Day, International Women Day, Birth and Death Anniversaries of world's renowned personalities and days of cultural and historical relevance. Acquainting the students with the renowned Indian personalities, who contributed to the upliftment of the country through its various stages of development, creates among the students a sense of pride and encouragement and inspires them to perform their requisite role in the progress of the country. The college organizes a Talent Hunt Competition annually for providing a constructive launching pad for the latent abilities and diverse talents of students. The college organizes a variety of awareness programmes for the students to enhance their understanding about various important issues related to life. It organizes awareness campaigns against the menace of various sorts of Drug Addictions to create awareness among the students about the dangers associated with drug addiction. The college organizes blood donation camps yearly to create awareness among the students about the health benefits of blood donation for both the donor as well as the recipient. This kind of endeavour motivates the students to develop an altruistic concern for others and makes them realise the value of being a responsible human being. In order to give a congenial and productive environment to its female employees as well as students I.G.N. College organizes various women empowerment programmes through its various cells like— Anti-Sexual Harassment Cell, Legal Literacy and Women Cell etc. It organizes programmes like Legal Aid Camp and webinar related to laws for girls' safety and security to create awareness among students about the laws for women and provisions of punishment. The college organizes programmes related to environmental protection to create awareness among the students about the environmental hazards and safety measures required to create an eco-friendly environment. The college considers it its foremost priority to create an environment of equality and impartial justice which is conducive to the holistic development of its stakeholders. The college has various cells and committees viz. Student Grievance redressal Cell, Anti Sexual harassment Committee,

Anti Ragging Cell and Mentor- Mentees Program for impartially dealing with grievances/problems of its various stakeholders.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Indira Gandhi National College, Ladwa always endeavours to sensitize the students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. The Indian Constitution has specific provisions for Fundamental Rights of citizens. Secularism is one of our great constitutional values. It implies that our country is not guided by any specific religious considerations and any discrimination on the ground of religion is strictly prohibited in our country. The Preamble of the Indian Constitution reflects democracy as a value. The will of the people performs an important role in the formation of the government. The institution conducts various programmes to inculcate constitutional values like justice, liberty, equality, fraternity, human dignity, unity and integrity of the nation among its stakeholders. Following is the list of events conducted by the institution to achieve this objective:

- The College celebrates Constitution Day also known as '*Samvidhan Divas*' to commemorate the adoption of the Constitution of India.
- The College celebrates National Youth Day to mark the teachings and philosophy of Swami Vivekananda, a towering spiritual philosopher, who is renowned for disseminating the Vedantic ideas.
- The College organizes Legal Awareness Rallies to create awareness among the surrounding community about their legal rights.
- The College organizes lectures on the theme of “fundamental duties and responsibilities” to acquaint the students with their duties and responsibilities for the community and the nation.
- The College celebrates National Voters’ Day in order to motivate more young voters to take part in the democratic process.
- The College celebrates International Yoga Day to raise awareness about the benefits of practicing yoga in our physical, mental and spiritual development.
- The College organizes philanthropic activities to raise funds for people afflicted with natural disasters like floods, droughts and earthquakes etc.
- The College organizes lectures on the themes of Voluntary Blood Donation and *Swachta Abhiyan* to acquaint the students with the benefits of voluntary blood donation for the donor as well as the recipient and to create awareness about the value of hygiene.
- The College organizes extension lectures on the theme of Legal Rights to create awareness among students about their fundamental rights.
- The College organizes ‘Run for Unity’ marathon on *Rashtriya Ekta Diwas* to pay tributes to the efforts made by ‘Iron Man’ Sardar Vallabh Bhai Patel to unite India.

- The College organizes National Seminar sponsored by DGHE Haryana on *Beti Bachao Beti Padhao: Need of the Hour* to address the concerns of gender discrimination and women empowerment in the country.

In addition to the abovementioned activities, the college organizes various other activities for the inculcation of values among students viz. cultural activities like drama, debate, storytelling, story-writing, essays, poetry recitation, celebration of national songs, organization of sport events and music.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

#### **7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>

#### **7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

In order to create a constructive and congenial atmosphere for its students as well as the staff members, Indira Gandhi National College, Ladwa, always strives to organize various national and international commemorative days, events and festivals on the college campus. The main objective of conducting such programmes and events is to make the students aware of their cultural heritage, thereby instilling in them a sense of national pride and dignity and helping them achieve a sense of national identity. Acquainting the staff members and students with the renowned national and international personalities and their important



contribution in the evolution and development of their countries as well as the world instills in them a sense of inspiration and philanthropic zeal to perform their respective responsibilities for the upliftment of the community. The college organizes various programmes to achieve this objective:

- Every year the College celebrates various national festivals like Independence Day on 15th August and Republic Day on 26th January with patriotic pride by hoisting the national flag on the College campus.
- The college commemorates the memory of various Indian dignitaries by conducting a variety of memorable programmes on their birth and death anniversaries.
- The college celebrates prominent Indian festivals on the campus for acquainting the students with the cultural significance of observing various Indian rituals.
- The college celebrates its Foundation day by paying homage to those philanthropic personalities who have been instrumental in establishing this temple of knowledge. It also organizes Blood Donation camp, Hawan and Bhandara on this auspicious occasion.
- The college celebrates National Youth Day on the birth anniversary of Swami Vivekananda.
- The college celebrates the Earth Day to honour the achievements of the environmental movement and to create awareness among the students about the need to protect Earth's natural resources for future generations.
- The college celebrates World No-Tobacco Day to create awareness about the adverse effects of tobacco on our health.
- The college celebrates World Environment Day to raise awareness about environmental issues, the increasingly deteriorating conditions and climate change etc.
- The college celebrates International Yoga Day to create awareness among the students and the staff members about the benefits of practicing yoga in enhancing our physical, mental and spiritual development.
- The college celebrates 'Fit India Movement' in accordance with the viewpoint of the Hon'ble Prime Minister of India to make fitness an integral part of our daily lives. The chief objective of the Movement is to bring about behavioural changes and move towards a more physically active lifestyle.
- The college celebrates National Voluntary Blood Donation Day to share the need and importance of the blood in the life of an individual.
- The college celebrates Teachers' Day as a mark of tribute to the contribution made by teachers to society.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:****Best Practice I: Women Empowerment****1. Title of the Practice: Women Empowerment****2. Objectives of the Practice: (100 words)**

Every individual deserves equal opportunities to expand his or her full potential in life, but the prevalent gender bias in society hinders the attainment of this objective. The menace of gender discrimination has a very negative impact on the lives of both genders; particularly it is the females that are the most disadvantaged. Considering the pervading gender discrimination in our society regarding the allocation of various facilities and opportunities for self development, our college organizes a number of awareness programmes to enlighten the girl students about their specific rights and opportunities to attain equitable status in all spheres of life.

**3. The Context: (150 words)**

The origin of gender discrimination can be traced to the patriarchal social system with its underlying prejudice against the female gender whereby the females are assigned a subordinate position in their families and society. This tacit agreement among the male members of a patriarchal society about their superiority often results in an indifferent and callous attitude towards the females leading to various forms of oppressions, violence and injustices against women. It affects various facets of a woman's life comprising the opportunities of attainment of education, health facilities, participative decision making etc. I.G.N. College organizes various women empowerment activities and programmes through its various cells to inculcate among the students gender sensitivity and moral responsibility for each individual, thereby creating an atmosphere of equity and justice for females by providing them equal material, human and intellectual resources for achieving higher standards of living in various spheres of life.

**4. The Practice: (400 words)**

In order to give a congenial and productive environment to its female employees as well as students I.G.N. College organizes various women empowerment programmes through its various cells like— Anti-Sexual Harassment Cell, Legal Literacy and Women Cell etc. The college considers it its foremost priority to create an environment of equality and impartial justice which is conducive to the holistic development of its stakeholders. The unprecedented situation of pandemic has also given rise to new challenges. Various studies show that cases of domestic violence against females have considerably increased during the pandemic situation which makes it imperative to invest the females with a sense of moral courage to face the emergent crisis. Working in this direction the Women Cell organised a 'Self Defence Training Camp' on 11th January, 2021 to instil a sense of self confidence and security among the girl students. Women Cell and Legal Literacy Cell jointly organised 'Legal Aid Camp' on 15th February, 2021 to create legal awareness among the students and faculty members on various issues. Women Cell organised 'Poster Making Competition' on the theme of corona vaccination on 29th May, 2021 to create awareness about the importance of vaccination among students and clear away their doubts associated with the side effects of vaccination. Women Cell organised an 'Essay Writing Competition' on (i) Black Marketing during Pandemic (ii) Economic Impact during Pandemic (iii) Stress Management in Covid 19 Pandemic on 29th May, 2021 to enhance understanding of students about various critical issues faced as the aftermath of pandemic. Legal Literacy Cell in collaboration with District Legal Services Authority Kurukshetra

organised a webinar on 'Laws for Girls Safety and Security' on 9th July, 2021 to create awareness among the young generation about the provisions and laws related to dowry and domestic violence. The chief objective of the programme was to acquaint the girl students with their legal rights which were meant for sustaining their self esteem, physical and psychological security against any kind of domestic violence. Apart from enhancing the awareness of students regarding their legal rights and moral responsibilities, the above-mentioned activities were also intended to develop the stress management skills of students during the pandemic period. The institution wants to make them learn how to sustain the psychological pressures of the unprecedented situation of pandemic crisis without indulging in any unlawful conduct, thereby transforming them into a respectable and responsible citizen.

#### **5. Evidence of Success: (200 words)**

The Women Development Cell, Legal Literacy Cell and Anti Sexual Harassment Cell had a thorough discussion with the participants regarding the relevance and value of various activities organized by these cells. It was observed that the execution of such awareness programmes instilled in the students a sense of self confidence and moral courage to confront the challenges of life. An online feedback was taken from 91 participants of various activities related to women empowerment to assess their responses on the efficacy of various programmes and activities like— Self Defence Training Camp; Legal Aid Camp; Poster Making Competition on the theme of corona vaccination; Essay Writing Competition on the drastic aftermath of the pandemic COVID 19; webinar on 'Laws for Girls Safety and Security'; importance of learning stress management skills and realizing the worth of mutual co-operation in a state of crisis. The feedback received from the students resulted in the following outcome: Most of the students (75% to 88%) agree that they are highly benefitted from the programmes and activities; few students (1% to 5%) express their disagreement whereas some students (11% to 18%) are not sure.

#### **6. Problems Encountered and Resources Required: (150 words).**

During the execution of these programmes the activity in charges faced certain problems. One of the major issues was to make the girl students believe in the actual implementation of these laws, despite all their legal awareness, in a social setup which is still governed by the orthodox conventions of patriarchal psyche. While sharing their personal experiences some of the girl students revealed that in their social setup women are still not granted the right of exercising their freedom of choice and action to take important decisions for themselves and their families. Another problem was the dearth of financial resources. All positive efforts and enthusiastic participation of in-charges of various cells and activities is likely to fail in the absence of requisite financial assistance for the successful completion of such programmes. Timely financial support may enhance the level of their performance.

### **Best Practice II: Value inculcation and Environmental Protection Initiatives**

#### **1. Title of the Practice: Value inculcation and Environmental Protection Initiatives.**

#### **2. Objectives of the Practice (100 words):**

The main objective of the practice is to inculcate among the students the values of equality, mutual respect, tolerance, non-violence and a sense of national integrity and universal brotherhood. The college also aims at enlightening the students about the importance of a clean, green and sustainable environment for present

and future generations. The college intends to make its students responsible human beings, thereby creating a congenial environment for a healthy, hygienic and positive life. Therefore, it is highly imperative to inculcate among college students social and ethical values as well as a sense of responsibility for environmental protection.

### 3. The Context: (150 words)

One of the purposes of education is to indoctrinate human values for sustainable growth of humanity. Unfortunately, we are living in an era of economic, industrial and technological growth and a simultaneous degradation of human values and environmental sensibilities. Therefore, it becomes essential for leading a balanced life to acquaint our young generation about the environmental sustainability and ethical human values. We cannot overlook the continual degradation of human values as well as environmental concerns. In the present era of globalization, multicultural, multi-racial society and neo-colonialism, it is very important to prepare the youth to comprehend the importance and relevance of environmental preservation and ethical human values for human existence and survival. Keeping in view the aforesaid concerns, HEI can play a pivotal role to sensitize the students for these important issues.

### 4. The Practice: (400 words)

In order to create an atmosphere of equity and justice for each individual irrespective of caste, creed and religion, the college endeavours to give an inclusive environment to all its stake holders. The college teaching staff strives hard to inculcate these values among the students. The institute takes various environmental protection initiatives through a variety of programs. The institute conducted the following programs to inculcate values among its students:

- The college organized *Van Mahotsav* in college premises on 24-07-2020. Forest Cabinet Minister of Haryana graced the function as chief guest. Various kinds of saplings were planted by management, staff members, students and the local people from surrounding village.
- The college performed a *Hawan Ceremony* at the beginning of the academic session on 20-8-2020. Maharaj Brahmawaroop Brahmachari ji, learned academician and social reformer, graced the occasion as chief guest. He motivated the students to keep their moral values high and cope up with the challenging environmental concerns.
- A Blood Donation camp was organized on the occasion of Foundation Day of the college on 24-01-21. The main objective of this camp was to make young people aware of their moral responsibility for saving the lives of other people. A one-week Tree Plantation Drive was also launched on this occasion to inculcate among students the ethical human and environment protection sensibility.
- Keeping in view the menace of drug addiction among the youth of India, a One Day De-Addiction Seminar on the theme of Anti-Drug Addiction was organized in collaboration with Red Cross Society Kurukshetra on 10-02-2021. The Resource persons motivated the students to abstain from drug addiction.
- A slogan writing and poster making competition on theme of 'anti-tobacco' was organized on 31-05-2021 to aware the students about the ill effects of use of tobacco.
- A national level online quiz contest was organized on World Environment Day on 05-06-2021. The main objective of this programme was to make the students aware about the various environmental concerns.
- Department of History and Environment Cell of the college celebrated Teachers' Day on 4-09-2021. A number of saplings of fruits and saplings of medicinal values were planted in the

college premises and Botanical Garden.

- NCC Unit of the college organised a Tree Plantation Drive on the occasion of Teachers' Day on 05-09-2021 in the college premises. The NCC cadets of the college gave enthusiastic participation in the drive.
- The NSS Unit of Indira Gandhi National College, Ladwa in collaboration with Markanda National College, Sahabad Markanda organized an awareness campaign about the ill effects of the single use plastic goods and polythene in village Mathana on 25-09-2021. Sixty-two volunteers of both the colleges participated in the event. The volunteers conducted a door-to-door awareness campaign in the village.
- As an environment protection initiative, the college charges no parking fee from students who commute to the college by bicycles.
- College has installed leaf collectors at various places in the college campus to keep it neat and clean.

College is looking forward to engage in more such practices to inculcate moral values among its students and motivate them to save and protect the environment.

### **5. Evidence of Success: (200 words)**

Structured feedback from the students was taken at the end of the year about the abovementioned activities and programs conducted during the year. The outcome of the feedback is as follows:

- More than ninety six percent students agreed that programs organized for the awareness of environmental protection in the college increase their knowledge related to environmental issues.
- More than ninety five percent students agreed that the cleanliness programs enlightened their awareness about cleanliness and hygiene.
- Eighty seven percent students agreed that they became aware about the side effects and severity of drug abuse after attending the workshop on the theme of drug addiction.
- More than Eighty eight percent students agreed that the information received through programs such as environmental protection, cleanliness and drug addiction etc. have been shared by participants among friends, family members and society.
- More than ninety one percent students agreed that the programs organized on the personality and work of the national leaders of our country inspired and motivated them.
- More than eighty four percent students agreed that the program on Value inculcation and Environmental Protection Initiatives need to be organized regularly.

### **6. Problems Encountered and Resources Required: (150 words)**

It was difficult to organize a number of scheduled programs for value inculcation and environmental protection initiatives due to COVID-19 protocol. However, the college devotes its time and energy to sensitize the students towards these important issues but due to financial constraints and lack of facilities on the part of the students, the college faces certain limitations to run such awareness drives at mass level. Moreover, organizing such activities along with the tight academic schedule is a challenge in itself. Sometimes, It becomes very difficult to involve a good number of students in these activities. Being a rural college, majority of our students belong to weaker section of society and use public transport with fixed timings. Therefore, they are not allowed by their parents to remain in the college after academic hours.

File Description	Document
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

I.G.N. College, Ladwa strives hard to maintain its culture of conducting regular sports activities which are the most outstanding and esteemed events conducted by the college. The main objective of conducting such activities is to enhance sport skills of students conducive to the accomplishment of higher targets in sport events at University, State, National and International levels. The college believes in the thesis that organizing excellent sports activities in the college for creating awareness about the value of sports among young generation is of paramount importance, especially by setting benchmarks of excellent sport performances. The institute motivates the students to participate in Intramurals and Extra-Mural tournaments which are organized by the college and universities. The College has a Sports Committee for monitoring the implementation of the various sports policies and the overall achievement of sports activities.

#### Facilities for Sports Activities:

The College has well maintained playfields, Multi- purpose Hall for indoor games, Basketball Court, Volleyball Court, Badminton Court and concrete Cricket Pitch within the campus. These facilities are provided to the players of various games and sports such as Badminton, Chess, Table tennis, Taekwondo, Wushu, Football, Karate, Kabaddi (NS), Athletics, Kho-Kho, Volleyball, Weight lifting/power lifting, Wrestling, kayaking/Yachting/ canoeing, Cricket, Cycling, Taekwondo and shooting.

#### Achievements of the College in Sports Activities during the last three years are as follows:

##### Session: 2018-19

- College celebrated National Sports Day on the college campus and conducted Intra-Mural of National Style Kabaddi matches competitions on 29th & 30th August, 2018.
- 90 (74M+16W) students of the college participated in Kurukshetra University Inter-Collegiate tournament in academic session 2018-19.
- College Air Rifle Shooting team (Men) won Overall Championship whereas the Women team was Runner-Up champion in Kurukshetra University Inter-Collegiate Air Rifle shooting tournament at Arya (P.G.) College Panipat on 3rd & 4th Oct. 2018.
- Three students of the College represented Kurukshetra University, Kurukshetra in All India Inter-University Air Rifle shooting championship at Punjab University Chandigarh from 31st Oct to 5th Nov. 2018 in which one girl student won the Silver medal.
- Track Cycling team (Men) of the college was the Runner-Up champion in Kurukshetra University Inter-Collegiate Track Cycling Championship in the academic session 2018-19.
- One girl student of the college won the bronze medal in 200 Mts. Race in 56th Annual Athletic

Meet of Kurukshetra University conducted on 30 Oct. to 01 Nov. 2018.

- The College organized Kurukshetra University Inter-Collegiate Cricket Zone C tournament (Men) on the cricket ground of the college on 2nd to 4th Nov. 2018 in which six teams from different colleges participated.
- The College won one silver and one bronze medal in Rowing single scull and double scull event in Kurukshetra University Inter-Collegiate Rowing Tournament conducted on 26th & 27th January, 2019.
- The College won one silver medal in Kurukshetra University Inter-Collegiate Taekwondo Tournament conducted on K.U.Sports Complex on 11th & 12th February, 2019.
- The College won one gold and one silver medal in Kurukshetra University Inter-Collegiate Wushu Championship conducted on Kurukshetra University Sports Complex on 21st & 22nd February, 2019.
- The College won two silver medals and one bronze medal in Inter-Collegiate Cycling Road Race Championship (Men) conducted on 16th & 17th March, 2019.
- College organized DHE sponsored 3rd Inter-Collegiate Volleyball State Championship (Men & Women) from 13th to 16th Feb, 2019 on the college campus in which 27 teams [18(M) and 9(W)] from different colleges of Haryana participated.
- The college organized the 44th Annual Athletic meet on 7th & 8th March, 2019. Approximately 225 students of College participated in the event.

#### **Session: 2019 -20**

- College organized Kurukshetra University Kabaddi Zone (Men) Tournament on the College Play Ground from 3 to 4 November, 2019. 12 teams from various colleges successfully participated in the event.
- I.G.N. College organized its 45th Annual Athletic Meet on 4th & 5th March, 2020 on the college playground. Mr. Sandeep of B.A.-I yr., (Roll No. 3162710173) in men and Miss Sonam, of B.A. III yr., (Roll No.1545920105) in women section were declared best athlete of the meet. Total 451 athletes (330Men & 121 Women) from B.A., B.Sc. and B. Com. streams participated in 32 Athletic and recreational events of the Athletic Meet.
- College students won 08Gold, 06Silver and 11Bronze Medals in Kurukshetra University Inter-Collegiate tournaments.
- 08 students of our college represented Kurukshetra University Kurukshetra at All-India Inter-University Tournament in different games.
- 02 students of the college won All-India University and Inter-National Medals. Mr. Nitish Kumar of B.A.-I year (3162710059) won silver and bronze medals in 50Mts. Rifle Shooting event in 14th ASC Asian Shooting Championship held at Doha, Qatar and in Khelo India Rifle shooting tournament held at Guwahati, Assam from 10-22 January,2020 respectively. Ms. Kajal of B.A.-III year (1545920046) was honoured by Kurukshetra University with Rs.18000/- cash incentive for winning Bronze Medal in (61 Kg.) All India University Karate (W) Championship held at Sathyabama University Chennai from 8-13 January, 2020 in University Annual Prize distribution function.
- Mr. Nitish Kumar of B.A.-I yr., (Roll No. 3162710059) was declared the best Sportsperson for the session 2019-20 for his outstanding sports performance at Inter-National and National level competitions in Asian Championship (50 Mts. Rifle Shooting event) held at Doha, Quaitar and in Khelo India Championship (50 Mts. Rifle Shooting event) held at Guwahati, Assam from 10-22 January, 2020 respectively.

**Session: 2020 -21**

- College organized its 46th Annual Athletic Meet on 11th & 12th March, 2021 on the college playground. Mr. Sagar of B.A.-I (120207002080) in men section and Miss Preeti of B.A.-I (120207002101) in women section were declared best athlete of the meet. Total 327 athletes (202 Men & 145 Women) from B.A., B.Sc. and B. Com. streams participated in 32 Athletic and recreational events of the Athletic Meet.
- Physical Education Department celebrated National Sports Day on 28th & 29th August, 2021 on the college play ground. On this occasion Intra-Collegiate Kabaddi (NS) and Tug of War competitions were organized among the students.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

It is our constant endeavour to improve and enhance our policies, practices, and processes to provide a learning environment conducive to holistic development of the students. The IQAC redefined the vision, mission, culture, core values, quality parameters and code of conduct for making the students capable, confident, skilled and value driven responsible citizens. On the initiative of IQAC, the faculty members were trained and motivated to use ICT tools for making teaching learning more effective. The faculty used ICT tools for online delivery of curriculum during COVID-19 pandemic period. A number of online activities were organized to increase the participation of students. As proposed by NAAC Peer Team during the Ist Cycle of accreditation, faculty members are encouraged to participate in various research activities to improve their academic qualification and are motivated to enhance their teaching experience. All the regular faculty members except three have their doctorate degree and the remaining three are also pursuing their Ph.D course. The college library is modernized and equipped with more books and periodicals to cater the needs of the students. Moreover, it has an automated Open Source Integrated Library Management System KOHA. Book bank facility is also introduced to meet the needs of the college students. Academics and Infrastructure facilities are expended. CCTV Surveillance System is strengthened by installing cameras in the whole campus. The college encourages and facilitates the students for their active participation in sports activities. A good number of sports events were organized during the last five years. The college is proud of its alumni who have made a mark in various spheres of life viz. academics, public service, politics, business entrepreneurship, and corporate sector.

### **Concluding Remarks :**

The college follows its vision and mission and is committed for imparting excellent higher education. The visionary college managing committee and Principal take every measure to provide holistic and transformative education to nurture future leaders. The dedicated, committed and loyal staff, along with the enthusiastic students over the years has contributed largely to bring the college to its present position. The main guiding principle that drives college academic and extracurricular activities is the empowerment of students. The college is submitting SSR for 2nd cycle, prepared and approved under the ambit of IQAC of the college. After the 1st cycle of accreditation the college has effectively implemented the quality initiatives planned and recommended by IQAC and Governing Body of the college. The college has made incremental improvements in all domains.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <ol style="list-style-type: none"> <li>1. Academic council/BoS of Affiliating university</li> <li>2. Setting of question papers for UG/PG programs</li> <li>3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</li> <li>4. Assessment /evaluation process of the affiliating University</li> </ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>626</td> <td>322</td> <td>320</td> <td>325</td> <td>403</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>626</td> <td>322</td> <td>320</td> <td>325</td> <td>403</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	626	322	320	325	403	2020-21	2019-20	2018-19	2017-18	2016-17	626	322	320	325	403
2020-21	2019-20	2018-19	2017-18	2016-17																	
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626	322	320	325	403																	
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</b></p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 721 Answer after DVV Verification: 639</p>																				
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Feedback collected, analysed and action taken and feedback available on website</li> <li>2. Feedback collected, analysed and action has been taken</li> <li>3. Feedback collected and analysed</li> <li>4. Feedback collected</li> <li>5. Feedback not collected</li> </ol>																				

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1. Number of mentors ?????????????? ???????**

Answer before DVV Verification : 26

Answer after DVV Verification: 23

Remark : Revised value as per supporting data attached by HEI. Note: Principal, Librarian and Physical Education are not to be included under this metrics.

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	24	23	23	19

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23	24	23	23	19

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 353

Answer after DVV Verification: 330

Remark : Revised value of total experience of full-time teachers excluding librarian and Phy, Edu faculty.

**2.6.3 Average pass percentage of Students during last five years**

**2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
224	203	177	172	138

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
224	203	178	172	138

**2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
234	228	350	341	270

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
234	228	355	341	270

**3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**3.1.2.2. Number of departments offering academic programmes**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**

**3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	5	2	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	5	2	5

3.2.1 **Number of papers published per teacher in the Journals notified on UGC website during the last five years**

3.2.1.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	4	14	7	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	4	14	7	11

3.2.2 **Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.2.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	4	4	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	4	4	2

3.3.2 **Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

11	7	2	2	2
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	0	0	0

3.4.2 **Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

3.4.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	0	0

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	25	8	13	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
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13	25	8	13	9
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6.3.3 **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	0	0	0

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	15	6	3	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
19	15	6	3	8

6.5.3 **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Divyangjan friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</b></li> <li>5. <b>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of full time teachers year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1715 986 1827"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>25</td> <td>26</td> <td>21</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1906 986 2018"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>25</td> <td>24</td> <td>24</td> <td>19</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	26	27	25	26	21	2020-21	2019-20	2018-19	2017-18	2016-17	24	25	24	24	19
2020-21	2019-20	2018-19	2017-18	2016-17																	
26	27	25	26	21																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
24	25	24	24	19																	



1.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
31	31	31	31	31

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	29	29	29	29