



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT COLLEGE FOR WOMEN LAKHAN  
MAJRA ROHTAK**

GOVT. COLLEGE FOR WOMEN LAKHAN MAJRA (ROHTAK)  
124514

<https://highereduhry.com/index.php/colleges?cid=70>

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Govt. College for Women, Lakhan Majra (Rohtak) was established in the year 2008 by the Govt. of Haryana with an objective of providing quality higher education to girls of the area. The college has environment friendly campus which is spread over 13.46 acres of land donated by the local 'Temple Trust'. The college is affiliated to the Maharishi Dayanand University (MDU), Rohtak and is administered by the Directorate of Higher Education, Govt. of Haryana. The college offers degree courses in Arts, Commerce and Science. Lakhan Majra is a sub- tehsil of Rohtak district and is well connected by road and rail. Two state highways pass through this place, one connecting Rohtak (district Hqrs.) and Jind (district Hqrs.); and another connecting Meham tehsil of Rohtak district and Gohana tehsil of Sonapat district. Rohtak-Jind railway line passes through this place. The college is situated on Meham-Gohana road at an ideal location of less than 500 Mts. walking distance from the Bus Stop. Being seat of the famous Gurudwara *Sri Manji Sahib*, Lakhan Majra is visited by pilgrims of all faiths and religions.

### Vision

The college was founded with the vision of imparting the young women an easy access to value based higher education. The aim of the institution is to make the girls self reliant and aware of their rights and duties towards the society, thus bringing about all round development of their personalities. The important sub-heads are as under:

- To develop a quest for personal excellence in its pupils and nurture it,
- To provide affordable and quality education across different strata of the society,
- To create a caring, safe, energetic, enthusiastic and supportive environment to assist every learner to reach her maximum potential.

### Mission

- Our mission is to sow the seeds of quality education and human values in the fertile and innovative adolescent minds to harvest young, talented, virtuous, adventurous, self dependant, literate, aspiring and responsible citizens.
- To sensitize the students towards environment, gender, human rights and social justice by adopting several formal and informal modes of communication.
- To equip students with adequate knowledge and skills to compete in the present employment setup using latest learning resources.

- To change the mind-set of students and develop scientific temperament.
- To teach the young women the value of dignity of labour.

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

### Institutional Strength

- The college is situated at an ideal location which is easily accessible to the students of all nearby villages.
- The college campus is spread over a large area covering 13.46 acres, having pleasant and eco-friendly environment.
- The college has well qualified teaching faculty with adequate student- teacher ratio to meet the demands of present day teaching & learning.
- In comparison to neighboring colleges, the college has better academic performance with higher number of students coming in merit list.
- The college is equipped with modern smart rooms with latest ICT facility.
- The college has active wings of NSS and YRC which undertake activities to promote social welfare and inculcate a sense of social responsibility among the volunteers.
- Several gender related activities are undertaken to sensitize the youth towards various gender issues.
- Student body of the college participates in planning and implementation of various activities in the college.
- The college has a quick grievance redressal mechanism.
- The college has proper Mentor- Mentee groups for personal growth and professional development of students.
- The college is under surveillance of CCTV cameras.

### Institutional Weakness

- The college being a Govt. institution, cannot take any decision of its own and has to follow the directions of the Govt.
- Some villages of the area don't have public transport facility which leads to transportation issues for students belonging to those villages.

- The college has shortage of classrooms which has hindered introduction of new courses.
- The college has limited sports facilities due to non-availability of trained coaches.
- The college lacks canteen and hostel facilities. This is dissuading factor for some of the parents to give first preference to this college for enrolment of their wards.
- The college has a subsidized fee structure and is dependent on the Govt. for grants-in aid.
- The college does not have a full fledged science block and science laboratories are functioning in the class rooms which have been converted into laboratories. This hampers research activities and full utilization of the potential of the faculty and the students due to shortage of space.
- The college has limited availability of non- teaching staff and material resources.
- Most of the students are of rural background and they come from Hindi medium schools.
- Many students get married off during the course of their studies forcing them to drop out of the college.
- The College is not registered under section 2f and 12b of the UGC Act resulting in non-availability of funds for research projects.

### **Institutional Opportunity**

- There are many opportunities to further enhance the academic standard of the college given the potential of its students and the faculty.
- Introduction of soft skills training during vacations would prepare the students to face the present day career challenges.
- Career aspirations of the youth can be further met by offering B.A. vocational studies programs like healthcare management, software development and web designing.
- Introduction of new job oriented courses to increase employability of students.
- Students seeking higher studies can be offered post graduate degree programmes in science, commerce, social-sciences and languages.
- Students may be motivated to initiate their own Start-up programs in collaboration with small industries and NGO's.

### **Institutional Challenge**

The institution is trying to overcome all the difficulties faced by the students. Staff is committed to work for the betterment of its students, empowering them with the right kind of education. It is rightly said that an educated woman can transform two families. By ensuring overall development of its students, the institution is contributing to overall growth of society and the nation at large. Although the institution is trying its best still there are certain challenges as under:

- Lack of quality education at school level has led to a phobia of English language among the students.
- Reading material is woefully inadequate to cater to the academic needs of students with Hindi medium and rural background.
- Bringing about infrastructural development and teaching aids with inadequate sources.
- Recruitment of permanent non-teaching faculty.
- Improving connectivity to the college in the absence of public transport facility.
- Creation of additional space for research facility and introduction of new courses.
- The college faces challenge in changing the mind set of the people specially from rural area who are more inclined to marry off their daughters instead of sending them for higher education.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institution has ensured the implementation of curriculum effectively as per the guidelines of released by Maharshi Dayanand University, Rohtak. Well framed time table is adopted through out the session. Workload is distributed among all the faculty members of their respective departments. Both theory as well as well practical papers are taught as per schedule. External examiner is invited for fair evaluation. Smart classroom teaching has been introduced in the institution to expose students about modern teaching methods. Field visits and project work are assigned to the students to make the students familiar with collaborations with other agencies. Faculty members participate in various bodies such as BoS and Academic Council. Institute also has introduced new courses in the recent years as per the requirement and welfare of the students. The institute has established mechanism for sensitizing its staff and students on the issues relevant to Gender, Environment and Sustainability, and Professional Ethics into the Curriculum. Students are made aware about keeping their environment neat and clean. They are addressed to become concerned about climatic changes and associated adverse effects. Activities related to women empowerment are organized to make the girls students aware about their rights and to provide them a suitable platform to perform various academic and extra-curricular activities. It has been emphasized to collect the feedback from teachers, current students and alumni to improve the campus environment in terms of academic growth, improvement in infrastructure and achieving student friendly approach. In conclusion, the teachers and students are satisfied with the work culture and the facilities provided in the institution. The feedback collected is analyzed by the management and other concerned authorities.

## **Teaching-learning and Evaluation**

The institution provides a conducive teaching and learning atmosphere to the girl students belong to rural area. The admissions are made purely on the basis of merit in a transparent manner through online web portal. The college caters to students from different backgrounds enriching the geographical, socio-economic and cultural diversity within the institution. Students are familiarized with the program outcomes, mode of internal assessment as well as college facilities during the Orientation Program organized in the college. Teachers plan strategies to reduce the gap in knowledge and skills. Students are encouraged to think critically and to be innovative and creative in tackling assignments, projects and other tasks assigned to them. A repertoire of instructional methods and active learning approaches are used to foster constructive participation. Extension activities and projects ensure experiential learning for students. Library in the college is well equipped with books, magazines and newspapers necessary for teaching and learning. Teachers continuously strive for innovation and professional development. Appropriate assessment is incorporated into the learning process to achieve the learning goals of the courses. Continuous Internal Evaluation is done periodically and in a transparent manner as per guidelines provided by affiliated University. The evaluation system is time bound and ensured by university affairs committee of the college. The institution has an effective mechanism for redressal of grievances. Examination results display exemplary performance of the students who largely occupy the merit positions in the Maharshi Dayanand University, Rohtak.

## **Research, Innovations and Extension**

Institution is intended to create an atmosphere where various opportunities related to different fields are provided to the students where they can enhance their knowledge and skills. Cultural and traditional values are inculcated among students by mean of various co-curricular activities. Students are experienced to their ancestral culture by organizing field visits, rituals, rallies etc. Institution organizes workshop disaster management, proper usage of crop residue and digital media etc. Various one day and seven day special camps are organized in which volunteers learn yoga, meditation, first aid and home nursing. Training programme are organised by Placement cell to aware the students regarding job opportunities. Extension lectures on English language are organized to improve the communication skills of the students and make them competent to face the interviews for different jobs. Group discussions and debate on current issues in mentor-mentee groups have been fruitful to the students. To create awareness among students about traffic rules and regulations and road safety, activities and workshops are organized in the campus. National Service Scheme (NSS) is devoted to supervise the volunteers to adopt a village and maintain cleanliness and awareness activities there to keep environment healthy. Neighborhood community is involved to conduct some programmes in collaboration with NSS and YRC. Students participate in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. every year. A number of awards and recognition are received by students as well as teachers every year for their extension activities from Government /recognized bodies. Students have represented the institution and won prizes in district and state level competitions e.g. quizzes, science exhibitions, sports, cultural activities etc. Faculty members also remain engaged in research oriented activities and publish their findings through appropriate platform.

## **Infrastructure and Learning Resources**

The policy for infrastructure development focuses on-

- Create an enabling environment for teaching-learning process equipped with ICT facilities.
- Regular assessment of infrastructure needs to keep pace with changing needs due to increase in number of students and introduction of new courses.
- Regular up-gradation and maintenance of college facilities.

Expansion and upgradation of infrastructure is the responsibility of Building and Maintenance Committee constituted by Principal. The committee takes need-based and student centric decisions to support inclusive infrastructure - ramp, specially designed toilets, barrier-free movement of wheelchair users and provision of scribes during the examination.

From rote learning to meaningful learning, associative learning and active learning, the teaching-learning process has seen significant changes over the years. ICT, Mobile Technology and Interactive Projection Systems provide the teacher and the learner with a never before, never heard of experience. Consequently, it has become imperative for HEIs to welcome and imbibe this change by making suitable changes in its Infrastructure and Learning Resources:

- Addition of latest infrastructure as per stakeholders' needs.
- Regular maintenance of existing infrastructure with addition of new facilities.
- Adequate infrastructural facilities for differently able individuals.
- Exclusive Common Room for girls with recreational facilities.
- Fully equipped Seminar Room with latest projection systems and group training resources.
- Inclusion of fully integrated projection systems with smart board facility.
- Regular upgradation of furniture and electrical fittings.
- Regular maintenance and landscaping of the college campus.
- Latest computer systems with up-to-date softwares.
- RO drinking water facility for students and staff.
- Fully equipped Seminar Room with latest projection systems.

### **Student Support and Progression**

College helps students to develop into mature, responsible and independent adults. College offers students many kinds of help making this transition such as tutoring and academic advising as well as counseling and other support. The college has various committees for student support. Scholarship stipend committee provides financial assistance to the needy students. An active placement cell organized capability enhancement and career guidance programs for the development of students and provide placement opportunities through competence building workshops, soft skill development programs and job fairs. Student grievance redress committee is constituted for the problem faced by the student. A large number of students enrolled into higher education after graduating from this college and faculty plays an important role in the guidance of students both through formal and informal ways. Sports and cultural committees organized various co-curricular activities like annual sports meet, talent hunt, Sargam cultural program for the overall development of student from different socio-economic and cultural backgrounds. A student union of the college is constituted for providing

students with facilities, support and services. The purpose of these organization is to represent student both within the institution and externally, including on local and national issues. College alumni have been guiding through lectures, judging and guiding events to the enrolled students of the college.

### **Governance, Leadership and Management**

The Governance, leadership and management of college are closely bound together. The chain of command is well defined and integrated for smooth execution decisions. For fulfillment of college mission, the leadership strives to maintain an open and interactive environment. The staff and administration work zealously to comprehend and articulate rapid changes in the academic structure.

The faculty is encouraged to join Refresher, Orientation and Faculty Development programs to enrich their knowledge and skills. Performance appraisal of the staff is guided by Director of Higher Education, Panchkula. There is an elaborate structuration of both fund and resource mobilization and its utilization with documented proof of every initiative undertaken. Audit ensures that the college adheres to General Financial rules with respect to income and expenditure.

IQAC is another important accountability and monitoring apparatus for an effective manifestation of policies and retroactive scrutiny of the same.

The college has implemented e-governance in all areas of operation Planning and Development, Finance and Accounts, Student Administration and Examination. As per the Haryana Govt. Rules all effective welfare facilities are available and appraisal system followed for all permanent teaching and non-teaching staff.

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

The institution monitors its performance constantly for further improvement. The aim of the institution is not merely to award a degree to the girl students but also to make them socially aware and responsible citizens. The stress is laid to maintain a clean and safe environment. Cleanliness and beautification committee of the college ceaselessly monitor college campus. The institution stresses on proper disposal of waste. Plastic bags are discouraged. Regular workshops, lectures and competitions are organized by the institution for creating new things out of waste material. Moral values among the girl students are inculcated by celebrating birth/death anniversaries of great Indian personalities. Death anniversaries of great personalities are also observed meaningfully to recall their sacrifices who took part in the struggle for freedom in India and in nation building. The institution celebrates national festivals to commemorate the great leaders and historic events of national importance. These create an atmosphere of patriotism in the mind of young students of college. Independence Day and Republic Day celebrated with fervor and festivity. On these days, various events including flag-hoisting and competitions are organized to commemorate the days of freedom. As the institution provides facilities, environment and personal care to the students they have excelled in sports, academics and extracurricular activities. Students won gold, silver and bronze medals in wushu, grappling, javelin throw and table tennis in the competitions held at inter -college, inter -university and state level. In addition to sports, the students also occupy position in university merit list every year. The directorate of higher education, Haryana releases funds for science exhibition at district and state level competitions, students of this institution got prizes in various subjects every year. The students of this institution also got position in extracurricular



activities i.e. YOUTH FESTIVAL and FALGUN FEST organized by Maharshi Dayanand University, Rohtak every year.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE FOR WOMEN LAKHAN MAJRA ROHTAK
Address	Govt. college for Women Lakhan Majra (Rohtak)
City	LAKHAN MAJRA
State	Haryana
Pin	124514
Website	<a href="https://higherduhry.com/index.php/colleges?cid=70">https://higherduhry.com/index.php/colleges?cid=70</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Major Santosh Dhankhar	01257-265101	7357019014	-	gcwlmr@gmail.com
IQAC / CIQA coordinator	Anita Amani	01257-265002	8295607779	-	journey.jatian@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-01-2008			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Haryana	Maharishi Dayanand University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
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	Govt. college for Women Lakhan Majra (Rohtak)	Rural	13.47	8588.6

## 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,Ba	36	Senior secondary	English,Hindi	800	696
UG	BSc,Bsc Computer Science	36	Senior secondary	English,Hindi	60	27
UG	BSc,Bsc Non Medical	36	Senior secondary	English,Hindi	240	62
UG	BSc,Bsc Medical	36	Senior secondary	English,Hindi	60	46
UG	BCom,Bcom	36	Senior secondary	English,Hindi	240	64

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				38			
Recruited	0	0	0	0	0	1	0	1	11	23	0	34
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				14
Recruited	9	2	0	11
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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				0
Recruited	0	0	0	0
Yet to Recruit				0
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>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	8	0	12
M.Phil.	0	0	0	0	0	0	12	4	0	16
PG	0	0	0	0	0	0	3	8	0	11

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	1	0	1

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	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	0	0	0
	Female	895	0	0	0	895
	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>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	151	131	116	102
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	119	111	95	79
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	637	555	490	419
	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>907</b>	<b>797</b>	<b>701</b>	<b>600</b>



### 3. Extended Profile

#### 3.1 Program

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

Response: 5	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	3

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
907	797	701	600	701

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
762	762	762	762	690

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
337	258	249	241	125

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
35	27	28	25	19

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
41	42	36	38	25

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 20**

#### Number of computers

**Response: 74**

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

2018-19	2017-18	2016-17	2015-16	2014-15
32.30705	46.97570	36.33027	85.80109	41.73313

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Curricular aspects of courses at Govt. College for Women are governed by ordinance and regulations issued by Maharshi Dayanand University (Rohtak). For effective curriculum delivery, time table is framed according to prescribed guidelines for all subjects. Time table is set for every department both for theory and practical. In the college, the time table and workload committee prepares broad guidelines to frame the time table of all the subjects to suit requirements of different courses at the departmental level. The workload of every department and teacher is prepared strictly under the DHE (Department of Higher Education, Panchkula, Haryana) guidelines and it is followed throughout the session.

As per DHE norms, every teacher prepares monthly lesson plan and display it on notice board. Students are directed to check them and prepare accordingly. Proper practical classes are conducted to explain the topic more precisely and clearly. The college ensures the practice of inviting external experts for various practical examinations of respective subjects to ensure quality of education.

During theory classes, different advanced and innovative methods are adopted for effective teaching. Along with using traditional chalk and board method, smart classroom teaching is also adopted where power point presentations and online video lectures are played and e-content is also served to the students to enhance the learning process. Environmental studies is the compulsory subject taught to the students of every stream to make them aware about the need of keeping their surrounding healthy.

Concerned teachers provide list of absentee students to the office. Such students are fined and warned to be regular in future. Name of the students are also struck off, if required, according to the guidelines of DGHE, Haryana.

The college has enough infrastructure and facilities which are being upgraded continuously to suit the needs of students. The college has well-equipped laboratories and classrooms with projection facilities for both faculty and students.

Field visits are organized regularly whenever required for better understanding of concepts. Projects and assignments are given to the students for their all round academic exposure.

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

**1.1.2 Number of certificate/diploma program introduced during the last five years****Response:** 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description****Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 11.19**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

**File Description****Document**

Details of participation of teachers in various bodies

[View Document](#)

Any additional information

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 40**1.2.1.1 How many new courses are introduced within the last five years****Response:** 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

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

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

## 1.3 Curriculum Enrichment

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

**Response:**

The college is intended to sensitize its staff and students on issues relating to human values. We have taken all efforts and initiatives to integrate cross-cutting issues relevant to Gender, Environment and Sustainability, and Professional Ethics into the Curriculum.

Various activities under women cell address gender issues by providing opportunities for the students to explore their skills or areas of interest. It emphasises equality in gender and also motivates girls to speak against any kind of bias..

Curriculum content appreciates the ethical, cross-cultural, environmental issues and the links between human and natural systems. Environmental studies is compulsory for all the streams. Its syllabus is adopted as prescribed by UGC. This enables the students to learn about the ecosystem and other environmental factors. They also learn measures to protect the environment and are made aware of global warming and other related issues.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response: 0**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 0**

1.3.3.1 Number of students undertaking field projects or internships

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

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

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

**1.4.2 Feedback processes of the institution may be classified as follows:**

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** C. Feedback collected and analysed

<b>File Description</b>	<b>Document</b>
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 percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 57.21

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

2018-19	2017-18	2016-17	2015-16	2014-15
907	797	701	600	701

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1320	1320	1320	1320	1200

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

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years



**Response:** 31.12

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
270	242	211	181	255

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

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

The college takes every measure possible to understand the needs and requirements of the students before the commencement of the program. Students are counselled at the time of admission and an orientation programme is organized in which students are familiarized with the course, mode of internal assessment as well as facilities available in the college. The students gifted with some talents are identified through 'Talent Search Competition' organized by the cultural society of the college. Before beginning their courses, the teachers informally get the pulse of the students in the class by judging their knowledge about the course and their comfort level with English and Hindi as a medium of instruction. With the increasing number of students from Hindi medium schools, the medium of instruction is bilingual. Extra-classes for English are also organized for the benefit of students.

Every theory paper has a practical component and the practical is used for understanding the basic knowledge of the students. The teachers, during class interaction, identify the potential of students and then devise strategies to reduce the gap in knowledge and skills. Teachers are always available in the college premises as well as on email to clear the doubts of students and to counsel them in making their career decisions. The mentors are allotted

to the students as per their programme. Students are provided an appropriate learning environment with the support of peer learning and modification of teaching methods based on their needs. The academic needs of students are assessed and all the departments make sure that they provide the required support to students. The practicals are modified as per the physical need of the students. Separate examination room is provided, and additional time is given to differently abled students for the exam as per guidelines issued by the University.

Advanced learners are encouraged and facilitated to read beyond the requirements of the syllabus as well as to take up guidance and counselling as per their need. A well-stocked library provides all students an access to books. Several scholarships and awards are in place to reward the advanced learners for books and other expenses. The teachers from all departments counsel students regarding the scope of different courses being offered as well as provide guidance in relation to the students' aptitude and competence. An opportunity is given to students to change their optional subjects if they are not able to cope with their previously opted subjects.

### 2.2.2 Student - Full time teacher ratio

**Response:** 25.91

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<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:**

Learning at the college has always been student centric. The students participate in various academic and co-curricular activities within and outside the college. Various activities like visits to other institutes and fields, educational trips, seminars and talks by experts are organized during the academic year. Students are given individual projects and class assignments, focusing on self-study and independent learning. They are also assigned group projects and activities under “SCIENCE EXHIBITION” which promote peer learning and team building. Classroom discussions, debates, presentations by students, brain storming activities, creating mind maps, role play, etc. facilitate the students participative learning. Extension activities ensure experiential learning for students. Engaging students in problem-solving based learning through continuous engagement with issues and challenges is encouraged in different subject societies of the college. As a part of routine teaching-learning process, the Departments organize workshops and training programmes for students by inviting subject experts, practitioners and activists from various organizations. The guiding principle behind workshops is to ensure that students can link theory with practice, apply their knowledge and develop new skills. The workshops also encourage creativity, innovations and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary society. The assignments are designed to promote holistic understanding of concepts taught in theory along with their practical applications. The institution has developed several support systems for the students and teachers, which expand the learning environment like smart classrooms with latest ICT facilities and Learning Management System (LMS). Students regularly participate in community work under NSS, women Cell and YRC committee of the college.

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.****Response:** 40

## 2.3.2.1 Number of teachers using ICT

Response: 14

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and stress related issues****Response:** 31.28

## 2.3.3.1 Number of mentors

Response: 29

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

**2.3.4 Innovation and creativity in teaching-learning****Response:**

Students are encouraged to think critically and be innovative and creative in tackling their assignments, projects and other tasks assigned to them. Teaching pedagogies have been modified over time to facilitate innovations. The curriculum is planned in a way to complement a strong theoretical background with practical understanding. Innovation is conceived in such a way that they are sustainable. Students are encouraged to think of 'out of the box' solutions to issues like parenting, child care, resource utilization in communities and behavioral change.

For developing innovation and creativity in teaching-learning, the college adopts following

measures:

1. Students have free access to books, magazines and newspapers from college library.
2. To nurture creativity, students are encouraged to participate in co-curricular activities i.e. group discussions, quiz contest, projects of science exhibitions.
3. To sharpen the critical thinking of the students and to give them an opportunity to express their ideas, various activities like debates, speech and poetic recitation competitions are organized regularly throughout the year .

## 2.4 Teacher Profile and Quality

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

**Response:** 73.84

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 65.32

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	19	17	17	15

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 4.14

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

Response: 145

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

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 7.46

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the Maharshi Dayanand University, Rohtak. All the students are made aware of the evaluation process at the beginning of every academic year in orientation program and also in regular classes. Before the session begins, time table and lesson plans are framed by all the departments. The criterion of internal assessment marks is reviewed by the University and the same is communicated to the students. The mode of internal assessment includes percentage of attendance in class, presentations, class tests,

assignments and projects submitted by the students. Presently, Internal assessment for theory papers is 20% of total marks (20 marks in a 100-marks paper). It is decided on the basis of students' attendance, tests and assignments. Continuous evaluation helps in improving students' regularity and participation in classes and practical. Each faculty member chalks out his/ her plans and strategies, and ensures that teaching objectives of each paper are successively achieved. Moreover, teachers ensure that the assignments should not only test students' knowledge but also foster creativity and out-of-the-box thinking. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well. The students who miss the assignments due to ill health or participation in extracurricular activities of the college are given an opportunity to submit the assignment on an alternative date. There is a set schedule for conducting the assignments. This helps them to prepare in advance.

#### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

##### **Response:**

The Institution ensures that all students are aware of the evaluation process through regular class room teaching. The Orientation programme held at the beginning of every academic year apprises students for the evaluation process and the schedule. Before the session begins, teaching plans are prepared and discussed along with the mode of Continuous Internal Evaluation. Further, the University Affairs Committee of the college has recommended a basic structure for the continuous internal assessment of theory and practicals with guidelines for dealing with absenteeism. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not



compromised. Guidelines for internal assessments are followed by the institution as issued by the Maharshi Dayanand University, Rohtak and are made available to all faculty members. Dates for the tests/submission of assignments are announced by faculty in the respective classes in advance. After checking, answer sheets/assignments are shared and discussed with students. Transparency and security of evaluation system is ensured. The institution has an effective mechanism for redressal of grievances pertaining to internal assessment. Students are also assessed by the teachers based on their participation in the class. Assessment includes presentations, tests, assignments and projects submitted by students who are mentored by teachers at regular interval. Transparency is maintained by teachers to assess every student.

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

#### **Response:**

Students need to apply to the University for correction in marks and reevaluation. The process is governed by Maharshi Dayanand University, Rohtak Ordinances. The administrative office of the college guides the students about the process. The process is also explained on the University website (URL provided). For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies.

University Affairs Committee of the college addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments and all queries are responded to by the committee convener. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students. The committee further marks application to the concerned teacher.

**2.5.4 The institution adheres to the academic calendar for the conduct of CIE****Response:**

The college follows the Academic Calendar of the Maharshi Dayanand University, Rohtak. The faculty members decide dates during which the internal assessment and assignments are to be given to students and dates by which the marks need to be submitted to them. These dates are adhered to during each semester. For the practical papers the CIE is conducted in almost all practical classes dependent on the nature of assignment. Dates for conducting tests and submission of assignments are all announced in class by the concerned teacher. The decision regarding dates for conduct of assignments depends on completion of first year admissions, mid-semester breaks, gazetted holidays as well as other planned activities of the college such as the Youth Festival, Talent Search Day and Sports Day etc.

The last day of submission of internal assessment is decided by the University and communicated to the college through email or letter. The university affairs committee of the college conveys this information to all the members of the staff.

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 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

The institution follows course curriculum/syllabus as provided by affiliated university. The mission and objectives of each course are announced in regular class by each faculty member. In the Orientation program for the first year undergraduate students, the broad objective of every stream/program is explained. Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs and the achievements of the alumnae. Ex-students of various departments are invited to interact with the students and teachers. They share as to how the different courses shaped their careers and thus helped them appreciate the program. This is also an opportunity for the faculty to take feedback on the courses that need to be improved and the components which will make them more relevant. For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad program outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on university website.

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

**Response:**

Every year examination results display exemplary performance of Govt. College for Women, Lakhan Majra students who largely occupy the top merit positions in the Maharshi Dayanand University, Rohtak. (List of meritorious students is attached in table 7.2.1. of SSR). To track program outcomes, the departments maintain an alumna data-base, regularly updating information on their current employment and other endeavors. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students****Response:** 62.15

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 202

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 325

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

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

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 134

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

## **NSS**

There are two units of N.S.S. which enroll new students every year along with the previously promoted volunteers. N.S.S provides opportunities to attend various workshop, for example, disaster management, proper usage of crop residue and digital media. Various one day and seven day special camps are organized in which volunteers learn yoga, meditation, first aid and home nursing. Through various rallies, the volunteers interact with local people and spread awareness about various issues like Swachhta, Cashless and Digital India, HIV/AIDS and Beti Bachao Beti Padhao. Some internships are organized for volunteers under supervision of their programme offices in which the volunteers adopt a village and undertake various activities (e.g. Swachh Bharat Internship) to sensitize the people.

## **Placement Cell**

Various extension lectures, Training programme are organised by Placement cell time to time throughout the year. The students are given opportunity to participate in 'Job Fairs'. An Extension lecture was organized on "Time Management and Goal Setting" by the Placement Cell on 10 March, 2016. For providing guidance for competitive examinations, an extension lecture on the theme "Career Management and Motivational Speech" delivered on 15 March, 2016 by Mr. Rishipal, Amity University, Haryana. The training programmes were also conducted for students in 2018 and 2019 on soft skills, personality development and communication skills. Gravit Yojana Training was also provided to the students on 3 October, 2018. To improve the language of the students especially English language, an extension lecture on 'Role of English language in career building and communication skills' was delivered by Dr. Jyoti Sheron on 16 March, 2016.

## **Road Safety**

In order to create awareness among students about traffic rules, traffic regulations, road safety club is formulated and working actively within the campus. By conducting classes and photo exhibitions by experts from the motor vehicles department, the club develops skill among the students for taking appropriate action in various traffic situations.

The Road Safety and Awareness Club has organized “Sadak Surksha Pakhwada” in Govt. College for Women, Lakhan Majra on dated 14- 28 September, 2018. It is emphasized that road safety devices like helmet, seat belt must be used by everyone whenever they drive.

## **Women Cell**

The “Women Cell” of the college is committed to provide all kinds of platforms and create opportunities whereby the students may enhance their knowledge, with practical experiences and at the same time they may also preserve their cultural values and traditions. Keeping all this in view, the “Women Cell” organizes the field visits, traditional rituals and rallies from time to time. For example, a seven-day workshop on “Rituals” was organized by the “Women Cell” from 9-19 October 2015. In the workshop, the students had the practical experience of the rituals practiced in Haryana like “Bhaat Bharna”, “Karwa Chowth”, “Kua Poojan”, “Ghurchari”, “Baarauthee” etc. The students not only got acquainted with these rituals but also they performed them (through Haryanvi Skits) in college and university.

NAAC

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

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

#### 3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0



File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

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

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** Yes

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

**Response:** 0.18

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	3	1	8	8

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.07

##### 3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	2

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

National Service Scheme (NSS) is devoted to the service of nation with the motto “not me but you” and is a vital channel in the college in creating networks with nearby communities. NSS programme officers and conveners of different college committees conduct various activities such as rallies for awareness of local people regarding various social issues e.g. ‘Beti Bachao Beti Padhao’, ‘Swachh Bharat’, ‘Digital and Cashless India’ and ‘Paushan’. Beti Bachao Beti Padhao, Cashless and Digital India are the motto of 7 days camp.

In Swachh Bharat Abhiyan students did an internship. During Swachh Bharat internship, the volunteers, under the supervision of Programme Officer, adopted a village and carried out various cleanliness and awareness activities in the village. Students were made aware regarding the use of two types of bins. The colors of these bins are green and blue. One bin that is blue color used for dry waste and another one that is green bin used for wet waste.

On the occasion of Gandhi Jayanti, the volunteers carried out special cleanliness drive in the surrounding areas and sensitized nearby people for the same.

For Digital and Cashless India, students prepared a questionnaire for the local people and got their feedback.

On the occasion of Women’s day, under the ‘Beti Bachao Beti Padhao’ programme, a rally was organized in Lakhan Majara village to aware villagers about gender equality. The scheme was launched and started in order to promote awareness among common people. Under the scheme of “Pausham Maah” students visited the field along with invigilator. Students learn different skills of farming.

##### Placement Cell

Various extension activities were organized by placement cell for holistic development of the students e.g. extension lectures, workshops, training programmes. Students participate in job fair programme. A five days workshop from 9-12 Feb. 2019 was conducted on the “Soft Skills” and another one from 2-6 Feb. 2018 on “Soft Skills & Personality Development” were organized under placement cell.

Heartfulness Centre, Rohtak visited the campus during N.S.S camps to teach the volunteer special meditation technique. Various events under the extension activities are organized as - Awareness Drive on

the Tree Plantation, AIDS, Beti Bachao, Swachh Bharat Abhiyaan, Gender Sensitization, no use of polythene, celebration of important days, special camps and many more. The extension activities organized by the college enhance the students' academic learning experiences and inculcate the values and skills in them. Under the banner of NSS the college has organized various activities like Tree Plantation, Campus Cleanliness, skits on 'Beti Bachao Beti Padhao', 'Swachh Bharat- Swastha Bharat' Cleanliness of the surrounding, "Plugging-Jogging with Plastic pick-up". The college celebrates a lot of important days including Republic Day, Independence day, N.S.S day, Birth anniversary of Sardar Vallabh Bhai patel etc. Throughout the year, the volunteer participate in various rallies and internships (Swachh Bharat Internship) to sensitize surrounding community on different issues like not burning of crop residue, need of social welfare activity, utilization of voting rights, AIDS awareness, road safety, going digital and cashless.

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

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 16

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	4	3	1	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response:** 16

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	4	4	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 38.34

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
707	420	70	255	60

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

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

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

Govt. College for Women Lakhan Majra (Rohtak) was established in 2008 and situated in rural area. It is well connected with State highway NH 71 connecting Jind to Rohtak.

**Learning Spaces:**

The college has well equipped laboratories, classrooms, and library. The administrative block has sufficient number of spacious rooms. Classrooms and Lab-cum-Classrooms (total 20) of different capacities meet requirements of UG students. Big classrooms are available for 80-100 UG students. Each classroom is equipped with appropriate, comfortable furniture and good ventilation. The academic programme of the college is enriched by laboratory experience. To engage students in a variety of practical experiments, there are 08 well equipped laboratories.

College library is situated on the first floor of college. It has a large reading hall used by students to enrich their knowledge through newspapers and magazines. College library has a number of books meeting requirement of students of all streams.

The college has a staff room for all staff members and faculty rooms which are attached in most of the labs. These spaces enable effective teacher-student interaction on personalized basis. The staff room is provided with appropriate furniture and storage facilities. Student and Faculty Support Facilities include the students' meeting spaces, viz. girls' common room, lawns, and Gymnasium hall, where students meet for students' union meetings, etc.

Concerted efforts are being taken towards making our college a green campus. The building utilizes plenty of daylight and natural ventilation for comfort. There are large numbers of trees and lawns which add to improved quality of the air and minimize air pollution on the campus.

The college administration is well aware about the fast-paced changes that the teaching learning process is undergoing. It realizes that to make the process of teaching-learning effective, infrastructure plays a very important role. Consequently, Smart Classrooms, well equipped laboratories, audio-visual seminar rooms, and comfortable, spacious classrooms remain a top priority. The policy of the college regarding infrastructure is consistent with the needs that arise as a result of academic development. Its salient features are:

- The concerned committees duly constituted by Principal utilize and monitor the grants received from department of higher education, Panchkula(Haryana).
- Maximum resources are allocated for infrastructure development.
- Optimum utilization of resources is ensured to carry out curricular, co-curricular, and research activities.

The college is fully sensitized to the needs of differently abled students. It ensures that their needs are well taken care of by allowing their vehicles inside the campus right up to their academic blocks. Ramp facility is provided for those students who cannot use stairs or those who use electrical wheelchairs.

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

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

##### Response:

Administrative Block	<ul style="list-style-type: none"> <li>• Principal's Office</li> <li>• Personnel Section</li> <li>• Accounts Section</li> <li>• Record Room</li> <li>• Registrar's room</li> <li>• Bursar's room</li> </ul>
Teaching Learning	<ul style="list-style-type: none"> <li>• Smart Class Rooms (4)</li> <li>• Lab-cum-Classrooms (10)</li> <li>• Classroom (10)</li> <li>• Chemistry Lab (1)</li> <li>• Physics Lab (1)</li> <li>• Botany Lab (1)</li> <li>• Zoology Lab (1)</li> <li>• Computer Science Labs (2)</li> <li>• Home Science Lab (1)</li> <li>• Psychology lab (1)</li> <li>• Geography lab (1)</li> <li>• English Language Lab (1)</li> </ul>
Support Services	<ul style="list-style-type: none"> <li>• Fully furnished Departmental Rooms with ICT equipment (1)</li> <li>• Chemistry Lab Store (1)</li> <li>• Placement Cell/ Career Guidance Cell (1)</li> <li>• NSS Office (1)</li> <li>• Staff Room (1)</li> <li>• Girls' Common Room (1)</li> <li>• RO Drinking Water &amp; Coolers</li> </ul>



	(2) • Biometric Attendance Machines (3) • Generator (1) • Computers (74) • Printers, Scanners , Copiers
Sports Infrastructure	• Gymnasium Hall (1) • 400-metre Standard Track for Athletics (1) • Indoor games room (1)

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

<p><b>4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc</b></p> <p><b>Response: 20</b></p>
<p>4.1.3.1 Number of classrooms and seminar halls with ICT facilities</p> <p>Response: 4</p>

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 47.28

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
30.12000	18.47002	4.94730	46.99867	14.80232

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Any additional information	<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:**

College library is not automated using Integrated Library Management System (ILMS)

College library is situated on the first floor just above the office. It has a sitting capacity of 50 persons. Working hours (on working days, before examination days, during examination days,) of library is 09:00 hrs to 16:00 hrs. The Heads of the various Departments recommend titles and books after consulting their departmental colleagues. Similarly, grants for books from various agencies are

utilized in consultation with various departments. The Library staff is specially trained to assist users in searching databases. The Library staff is committed to the needs of the staff and students, especially for first time users.

They provide assistance in all areas of library related search like:

- Book search
- Keep a record of newspaper clippings related to college news
- Any other general help related to the library
- Old newspapers are retained for future reference for a period of one year

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

Name of the Book	Publisher	Author	No. of copies	Year of Publishing
Oceanography	Common Wealth Ltd. , New Delhi	PPMehtani/Sinha	1	2010
Social Geography	Common Wealth Ltd. , New Delhi	PPMehtani/Sinha	1	2010
Encyclopedia of World History	Alfa, New Delhi	Adhiraaj Singh	5	2012
Haryana Eyclopedia	Vani Parkashan, New delhi	Dr. Khanderwal K.K. & Others	10	2010
Encyclopedia of History	Alfa, New Delhi	Dr. Rajesh Kumar	07	2011

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

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1.5

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.05136	2.15878	1.57839	1.59917	1.12970

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library****Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 6.37**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 60**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

In year 2018, a computer lab was established for B.Sc. (Computer Science) students. Total 16 computers (Dell) along with one online UPS were installed in the lab. Four smart classrooms with projector facilities were started in the college, viz. in Room no 11, Lecture Theatre 1, Lecture Theatre 2 and Zoology lab. Multipurpose hall is equipped with smart facilities like touchscreen computer panel, internet connectivity, and a smart projector along with screen. For better audio system, auditorium has speakers installed on walls. Girls common room has one projector and music system.

E-content is provided to all the teachers in college to support their teaching-learning process. Internet lease line connection (Airtel) is upgraded to 20 Mbps. Wi-Fi modems are installed in Office and Computer Science lab for internet connectivity. The college has its own Facebook page and is updated from time to time. The college web portal contains information about the college and its staff members. All the activities of the college are

uploaded on web portal. Most of the information about college is available on its ERP portal i.e. information about students, stock entries , and student-teacher mapping .Online admissions for session 2017-18, 2018-19 and 2019-20 were conducted successfully.

The college further plans to upgrade its IT infrastructure and associated facilities by converting some of the traditional classrooms into smart classrooms by providing the following facilities:

- . Smart Boards.
- . Multimedia Projectors.
- . Visualizers.
- . Podiums.
- . Laptops and related accessories.
- . Integrated LCD Projection System.
- . Establishing video/audio conferencing room for students and staff.

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

#### 4.3.2 Student - Computer ratio

**Response:** 12.26

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

35-50 MBPS

20-35 MBPS

5-20 MBPS

**Response:** 5-20 MBPS

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

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**

**Response:** No

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 57.49

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

2018-19	2017-18	2016-17	2015-16	2014-15
10.56214	26.34690	29.80458	46.01244	26.30111

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Any additional information	<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:**

Staff committees have been constituted for maintenance of infrastructure facilities and equipment

1. Building and Maintenance Committee
2. Purchase Committee
3. Beautification Committee
4. Library Committee
5. Computer related work Committee

**Building and Maintenance Committee**

The Building Committee is constituted by the Principal. It creates necessary arrangements for adding new academic infrastructure in the college as per the needs of the departments/college. The required civil works in the college such as whitewashing, constructing/renovating buildings and other repair works are got done under the supervision of building committee and are mostly carried out by Public Works Department (P.W.D).

**Purchase Committee**



The equipment, instruments and items for use in the laboratories are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments each academic session. The committee purchases required items after comparing the rates quoted by different vendors/agencies and approval of the lowest quoted rates by Bursar and the Principal. Central Purchase Committee makes purchases on GEM portal.

### **Beautification Committee**

It comprises one convener and at least two members. The cleaning of the campus, including parking areas, toilets, washrooms etc. is undertaken regularly. Garden Maintenance and beautification of the campus is undertaken by this committee, specially constituted for the purpose. The college has a team of efficient and experienced gardeners to maintain the lawns and flora of the college. Seasonal plants are planted in college campus regularly. Lawns are maintained on regular basis and trees are pruned. General cleanliness of all classrooms, labs, offices, corridors etc. is done by the staff appointed for the purpose.

### **Library Committee**

Most of decisions concerning purchase and upgradation of library facilities are taken by this committee. A number of newspapers along with competitive magazines and books facilitate the students to enhance their current general knowledge about the ongoing national and international events. The library is connected through a ramp for the differently abled students.

### **Computer related work Committee**

A committee is constituted for the computer related work. Online Admission, Online ACR filling, MIS portal, Internal Assessment etc is performed under the supervision of this committee. There is a web portal incharge to manage and look into information sharing and

uploading on college website.

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

NAAC

## 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 the last five years

**Response:** 29.37

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
198	224	229	198	219

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
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

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response: 10.39**

5.2.2.1 Number of outgoing students progressing to higher education

Response: 35

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response: 20**

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	4	4	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

As per letter memo no. 18/280-2007 UNP (4) dated 9th October, 2018 from Additional Chief Secretary to Govt. Haryana Higher Education, Panchkula, the state government has accepted the report submitted by the committee which was set up under the chairmanship of Prof. Tankeshwar Kumar, Vice Chancellor Guru Jambheshwar University of Science and Technology, Hisar to suggest the mode of student union election which had been discontinued 22 years ago. So, the student union election was conducted on 17th October, 2018 in college campus by adopting the due procedure as per the provision provided in the act. The entire process of student union election, from displaying of voter list to declaration of result of Class Representative (CR), was completed in six days from 11th October, 2018 to 17th October, 2018. The whole election process took place under the supervision of Dr. Vikas Khokhar. Ms. Babli (B.A-1st Sem.) was elected as CR by getting 42 votes. Ms. Sushma (B.A-3rd Sem.) was elected as CR by getting 45 votes. Ms. Monika (B.A-5th Sem.) was elected as CR by getting 91 votes. Ms. Samiti Lather (B.Sc -1st Sem.) was elected as CR unanimously. Ms. Nargish (B.Sc.- 3rd Sem.) was elected as CR by getting 16 votes. Ms. Bindu (B.Sc.- 5th Sem.) was elected as CR by getting 24 votes. Ms. Antim (B.Sc. - 1st Sem.) was elected as CR on merit basis. Ms. Pooja (B.Sc. -3rd Sem.), Ms. Sulekha (B.Sc.- 5th Sem.), Ms. Neha (B.Com -3rd Sem.), and Ms. Swati (B.Com-5th Sem.) were elected as CR unanimously. Ms. Anjali (B.Com-1st Sem.) was elected as CR on merit basis. After that all the elected CRs voted for the post of President, Vice President, Secretary, Joint Secretary and Executive council. Ms. Neha (B.Com -3rd Sem.) was elected as president by getting 05 votes. Ms. Sushma (B.A-3rd Sem.) was elected as secretary by getting 07 votes. Ms. Monika (B.A-5th Sem.) was elected as vice president by getting 07 votes. Ms. Babli (B.A-1st Sem.) was elected as joint secretary unanimously. Ms. Antim (B.Sc.-1st Sem.), Ms. Nargish (B.Sc.- 3rd Sem.), Ms. Anjali (B.Com-1st Sem.), Ms. Samiti Lather (B.Sc-1st Sem.) and Ms. Swati (B.Com -5th Sem.) were elected as executive council unanimously.

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

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 1.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	1	1

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

First alumni meet of the college was organised on 28th Sept, 2019. In this alumni meet 133 alumni attended the programme and shared their experiences and motivated the present students of college. Retired Principal Dr. Sarsij Siwach was the chief guest of the occasion. The principal of the college Major Santosh Dhankar inaugurated the function and wished them for their bright future ahead. A committee is framed by the members of alumni association with following designation:

Anuradha(President)

Khusboo(Vice President)

Vandana(Secretary)



Alisha(Treasurer)

Aarti(Member)

Swati(Member)

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 0**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
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 an effective leadership in tune with the vision and mission of the institution

**Response:**

All policies and plans of the Govt. College for Women, Lakhan Majra are executed by different college committees under the chairmanship of the principal, the chief executive of the college. The Principal of the college supervises all academic and co-curricular activities. Conveners and members of societies share their experiences, learning and challenges with the Principal and create possibilities of improvement. Regular meetings with students and principal are organized to achieve excellence in academics and other activities. IQAC maintains various academic and administrative activities of college like organization of workshops, gender sensitization, health and hygiene and cleanliness.

The College envisions development of girls as nation builders through quality higher education. The institution aims to instill democratic values, tolerance, inclusivity, compassion and sensitivity, so that students become responsible citizens of the country. The college works with the motto "GO FORWARD" to progress continuously.

College council with five senior most members of the staff works under the chairpersonship of the Principal and takes important decisions related to the college administration as and when required.

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

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

The Principal is the sole authority of the institution. She/He is the DDO (Drawing and Disbursing Officer, duly authorized by the Department of Higher Education, Govt. of Haryana) of the college and draw salary from the treasury. All the members of staff play significant roles and participate in the decision making system of the college. There is a 'College Council' which is chaired by the Principal and one member of the college council records minutes of meetings. All the members of the college council participate in the proceedings and important decisions related to staff, students and the college.

Various committees are constituted by the Principal for managing various functions of the college. There are 62 committees and all faculty members are part of it.

Departmental Societies and student representative form the core of the succession. This gives each element involved in the governance opportunities to utilize their expertise. The efforts and measures of our institution have been channelized and systematized towards academic excellence after the inception of IQAC in the college. All the committees are required to give a detailed report of the events organized by them including feedback of the students to the Co-ordinator of IQAC.

The faculty members engage in organizing various academic and co-curricular activities in the college wherein students get a chance to explore their capabilities vis-à-vis organizational skills besides getting an insight into new developments in the area of their interest.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

The quality policy of the college is in alignment with the parent university, UGC and Department of Higher Education, Haryana. All the strategic plan and deployment documents are sent by Maharshi Dayanand University, UGC and DHE, Haryana; and many of them are available on their respective websites. According to the changing academic and social environment, the college has regularly enhanced infrastructure and developed capacities for teaching. Following Committees of the college monitor quality of work:

- 1. TimeTable Committee:** The committee decides workload once a year. After development of central timetable, department wise timetable is decided for all the courses and the same is submitted to DHE, Haryana at the beginning of each semester.
- 2. Internal Quality Assurance Committee :** Internal Quality Assurance Committee monitors performance of teaching faculty and ensures their participation in various faculty programmes.

3. **Departmental Committees:** Departmental Committees manages and takes measures to improve students' performance in examinations and their results. Each departmental committee adheres to timetable, decides and monitor internal assessment and marking scheme of practical.

4. **Building Committee:** Building Committee maintains the upkeep and maintenance of building . The committee facilitates repairs and replacements as and when required in the building as per needs..

5. **Discipline Committee:** The Committee maintains discipline.

6. **Placement Cell:** The cell encourages students to participate in various events to develop their future prospects.

7. **Sexual Harassment and Anti-Ragging Cell:** The cell maintains safe working environment.

8. **Earn While You Learn:** For helping students the college runs Earn While You Learn scheme.

Various other committees are also helping in coordination with above ones for smooth administration and working environment in the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

**Governing Body:** Department of Higher Education Panchkula (Haryana) is the overall governing body for all purposes.

**Administrative Setup:** The College administrative setup is headed by the Principal. The Principal is assisted by the Bursar and all the staff members.

**College Council:** The College Council is a statutory body which implements decisions of the governing body related to academic, extracurricular and infrastructural activities through its various committees. The Principal of the college functions as the Chairperson of the Council.

**Internal Quality Assurance Cell (IQAC):** IQAC is a UGC mandated body to ensure quality improvement in the field of academics, planning and administration of the institution. It lays down quality benchmark in above matters. The Staff Council Committee, in addition to the council, also report to IQAC with regard to their respective activities.

**Service Rules:** The service rules of the Principal, teaching and non-teaching staff are determined by Govt. of Haryana as Haryana Govt. Service Rules.

**Procedures:** All procedures related to admission, recruitment, leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per Haryana Govt. and Department of Higher Education Panchkula (Haryana).

**Recruitment:** Recruitment in teaching positions is done by Haryana Public Service Commission.

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

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

##### **Response:**

For the holistic growth of the college it is important to progress both horizontally and vertically. It was being felt for a long time, that number of seats in B.A. should be increased so that more girls from rural background can grow academically. With this viewpoint, a proposal for increasing seats in B.A. first year from 240 to 320 (1 unit = 80 seats) was made and discussed in meeting of IQAC. This proposal was then sent to the principal to be forwarded to Director Higher Education, Haryana for approval DHE recommended the increase in number of seats in B.A. from session 2019-20.

For effective teaching, learning agenda for e-learning and digital teaching was made and discussed in the meeting of IQAC and the proposal was sent to the principal to be forwarded to Director Higher Education, Haryana. Director Higher Education, Haryana recommended the agenda and sanctioned the grant for installment of Smart- Class rooms in the college. After that, four Smart- Classrooms were established in the college for effective digital teaching learning.

### **6.3 Faculty Empowerment Strategies**

**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

The institution has effective welfare measures for teaching and non-teaching staff. The college under the guidelines of Haryana Govt. rules, has provision for following welfare measures for teaching and non-teaching staff:

1. **Medical Leave:** There is a provision of ten days medical leave with full pay for non-teaching staff only.
2. **Medical Reimbursement:** The bills are reimbursed as per Haryana Government norms.
3. **Child Care Leave to Women Employees:** It is granted for a period of maximum 2 years / 730 days.
4. **Casual Leave:** Twenty days of casual leave is permissible for all female staff and male staff who have completed fifteen years of service. Ten days of casual leave is permissible to rest of the staff.
5. **Earned Leave:** Ten days of earned leave for teaching staff and fifteen days for non-teaching staff are allowed per year. Additionally one earned leave per three non-working days job is also allowed.
6. **Children Tuition Fee:** Employees are granted an amount of Rs. 13,500/- per school going child upto the age of 18 years.
7. **Group Insurance Scheme:** Employees are covered under this insurance scheme by paying a premium of Rs. 60- per month.
8. **Loan:** Loan for purchase of vehicle , house is granted as per Government fixed interest rate.
9. **Leave Travel Concession:** Leave Travel Concession as per Haryana government rules.
10. **PPF and NPS:** Provident fund and NPS scheme for employees who joined their job till 2004 and after that respectively.
11. **Conveyance Charges:** Conveyance charges incurred for official work are reimbursed as per entitlement.
12. **Study Leave:** Study leave for pursuing higher education is granted to teachers with salary.
13. **Academic or Duty Leave:** Academic or duty leave is granted to teacher for conducting for examinations, attend conference/seminar and official meetings. symposia

File Description	Document
Link for 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: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	<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:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 39.56

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	12	6	4	9



File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

The performance Appraisal System of teaching and non-teaching staff is under the guidelines of Dept. of Higher Education, Govt. of Haryana. All teaching and non-teaching staff fill Annual Confidential Report. This system encourages the faculty members to make excellent performance in teaching, learning and research. This Report is based on the Annual performance of the faculty on the basis of the results of the classes taught by them, academic and professional progress during the year, overall assessment of academic competency i.e. application of new teaching methods, encouraging queries in classes, holding of seminars/ group discussion etc, contribution in the college administration, contribution in other college activities, contribution made for implementing of various policy parameters in regard to “Education for Women Equality” number of working days spent for admission teaching, evaluation, invigilation etc. It is also based upon his/her relation with students, colleagues and administration. This ACR is reviewed by the Principal. As per Maharshi Dayanand University /Haryana Govt. rules, adverse remarks, if any are to be communicated to the concerned teacher for improvement.

For career Advancement scheme (CAS), the college scrupulously follows the API system under which every faculty member, falling under the scheme, submits details of his/her API to the IQAC.

File Description	Document
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:

Internal and local audits are conducted in the college regularly. The internal audit of the college from 2014-15 to 2016-17,18 was done by Audit Party consisting of Sh. Sanjeev Gulia, Section Officer and Sh. Manjeet Singh, Auditor, deputed by Account officer, Office of D.H.E, Panchkula from 8.02.2018 to 9.02.2018.

The local Audit of the college from 2008 to 2013 was done by Sh. Dilbag Singh, Senior Auditor vide

letter from Deputy Director Local Audit Haryana Chandigarh.

The local Audit from 2014 to 2018 was done by Sh. Sombir, Auditor.

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

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

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

**Response:**

The main sources of funds for the college are the grants allocated by the state government (Director Higher Education, Panchkula) and the fees, collected from the students. The college does not get any funds from non-govt. bodies. These funds are used for various needs from time to time. The grant from DGHE (state govt.) comes under specific heads and it is spent for the purpose they are sent. The yearly fees received from students is clearly defined by Govt. of Haryana under different heads. Some part of the fees is sent to Director Higher Education, Panchkula and some part to Maharshi Dayanand University, Rohtak. The funds received from the state government are utilised under the supervision of the Principal, Bursar and the college committees. All final decisions are taken by the Principal and Bursar. After final approval of budget, the Purchase Committee starts the purchasing process. IT related items are purchased from Govt. approved sources like GEM (Govt. e-market Place) and Hartron, while for other items Quotations are called from at least three firms, and then orders are placed to the firm quoting the

lowest rates/prices. The payment is done either by cheque or by online transaction after receiving the items. The online transactions are done by the authorised persons. The payment is done as per the terms and conditions mentioned in the purchase order. Financial internal/local audit is done to verify the compliance.

## 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:

Latest equipment i.e. smart class rooms were established in college as innovative means of education. Display Boards have been installed. To maintain safety and security, CCTV cameras have been installed covering whole of the college campus. Iron doors and Grills have been installed to safeguard UPS and other equipments. IQAC was established in sep. 2012. IQAC proposed introduction of degree courses, Non- Medical, Medical and Home Science. New opportunities for students were created after successful implementation of various proposals of IQAC.

### 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

#### Response:

Use of ICT in teaching and learning is encouraged and for this there are smart classes in the college. e-resources for various courses are available in the college. They are regularly taught to students for effective teaching and learning. Field visits, excursion and educational trips are regularly organised to give the students proper exposure. Continuous evaluation is done through unit tests, assignments, presentation, discussion and quiz competition. Group discussions and seminars are held to enhance their communication skills. Feedback is collected from students, alumni and teachers about progress of all these steps so that any improvement can be incorporated to make the processes more student-friendly.

Staff members also participate in various in-service training programs like Orientation Programme, Refresher Courses and Workshops to get updated about the latest teaching-learning techniques.

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 0**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description****Document**

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

#### Response:

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders from time to time. There are many notice boards dedicated for displaying information on academic, administrative and other co-curricular activities common to all. The students are regularly kept informed through circulars and notices.

The college acts according to the guidelines of Haryana Govt. rules and Maharshi Dayanand University. Following quality enhancement initiatives have been taken by the college in the academic and administrative domain during last five years:

1. Establishment of IQAC cell in the college.
2. Feedback from the students.
3. Grievance Redressal is active in the college.
4. Mentor-Mentee classes are regularly met in the college.
5. Academic and co-curricular calendar is maintained.
6. Providing advance and latest equipments to the lab.
7. WI-FI and internet facilities.

8. Focus on career counseling and placement cell.
9. Timetable and lesson plans are framed and are uploaded on college website.
10. Keeping the students updated about all cultural and academic activities through notice boards.
11. Organizing lectures on various topics like human values, stress management, road-safety and communication skills etc.

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 6

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	05	01

#### File Description

List of gender equity promotion programs organized by the institution

#### Document

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

**1) Safety and Security-** There is no compromise by the college authority in security issue of all the girl students. It being a girls' college, the safety and security for girls is of utmost priority. Campus safety and security is a teamwork that involves the combined efforts of all the students, faculty members, and administrative staff. In this reference various committees like discipline committee, women cell, sexual harassment and anti-ragging committee are constituted to provide students healthy environment in which they can bloom. Women cell is a committee which takes care of the issues related to students. The cell has planned to conduct regular lectures and activities on women safety and women empowerment. Self-defense training for girls was organized thrice a week so that they can protect themselves outside the college campus too. Sexual Harassment and College Grievances Redressal Committee is constituted to address the complaints filed by the girls and female faculty. Suggestion box has been installed in the college so that girls feel free to give their suggestion and complaints. The senior faculty members look into these issues and encourage students to lodge complaints fearlessly. Parent-teacher meetings are also held in college from time to time to resolve personal and academic problems related to students. The entire campus of the college comes under full CCTV coverage with high resolution cameras. One PCR van is permanently deployed at the college gate by Haryana police department. Students are managed by responsible and dedicated peon and gatekeepers. One gate keeper is always deployed at the main gate of the college to register the details of the visitors and for checking suspicious persons.

**2) Counselling-** Good or bad mental health affects students' achievement, and keeping this in mind, the authority of the college has arranged two lectures per week. This counselling is given by teachers of Psychology department wherein the problems of the students are resolved. This also gives students an opportunity to open up their problems; otherwise they may undergo certain psychological or mental depression. The focus of such counselling is to strengthen the students psychologically and academically. The counsellors also provide crucial information to the college authorities regarding any unreported grievances of students.

**3) Common Room-** The college has a spacious and comfortable common room for girls to relax, which is located on the first floor of the college building in the close vicinity of women cell. It is equipped with hundred chairs, four display boards, four newspaper stands, three almirahs, one projector and one music system for cultural activities. Magazines and books are also available for leisure time. Two sanitary napkin vending machines and one incinerator (disposal machine) have been installed in female washroom near girls' common room for their comfort. This room is properly ventilated to provide a healthy environment to students.



**7.1.3 Alternate Energy initiatives such as:****1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 516

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 516

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

#### 7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

#### **Solid waste management:**

Waste is an obvious culprit and pollutant contributing to landfills and toxins which harms the earth's soil and atmosphere. Keeping this in mind, waste material in college is segregated into biodegradable and non-biodegradable wastes. The dried fallen leaves are used to make compost or manure. Manure is a great food growth of plants.

- The gardeners are advised to dig a pit in a corner of the college.
- They put all dry leaves, vegetable peels and fruit peels into the pit.
- They cover the pit with mud or dry grass.
- Dark-brown compost can be seen after about 2-3 months. It is used as manure in the garden or potted plants.
- Burning of the garbage is not allowed in the college.
- Sprinklers are used for watering the plants.

Students use two types of dustbin for wet and dry garbage in college campus. Green colour dustbins are used for wet waste and blue colour dustbins are used for dry waste.

#### **7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

Large green area of the college campus allows for percolation of water into the soil thereby facilitating recharging of underground water reserves. In addition to its own underground water resources, the college also uses water provided by PWD for maintaining gardens and plants. Rain water harvesting is being practiced in the college campus. Water table level is high and buildings need to be protected against water seepage. Most places and buildings of the college are protected from excessive water by plinth protection. There are two underground tanks for collecting rainwater.

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

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

The college building was constructed in the year 2008. The building of the college is constructed in such a way that allows natural ventilation and lighting from every nook and corner. The Bus stop is located within walking distance from the college. More than eighty percent of students use buses to commute to college. Teaching faculty uses car pool to commute to college. The college campus has been declared as No-Smoking zone.

The college community strives hard to promote healthy green practices. The 'Cleanliness and Beautification Committee' works for green landscaping of the campus with trees and plants. Diversity of a number of trees/plants in the college is ample proof of the above claim. Tree plantation drives are undertaken regularly involving students and guest visitors to the college. Our guest speakers are also gifted green potted plants.

There are large numbers of trees and lawns adding to improved quality of indoor air and lesser air pollution. The college has about 250 plants which are planted on all sides of the college campus. The college has organized activities such as Swachh Bharat Abhiyan, Plantation drives etc.

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

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 5.84

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
4.30701	4.13877	1.65986	.35838	.86051

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 13

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	2	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response: 13**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	03	02	01	01

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

**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff****Response: Yes**

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website****Response: Yes**

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response: Yes**

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 4

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	0	0

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**

The institution celebrates national festivals to commemorate the great leaders and historic events of national importance. These create a feeling of patriotism in the minds of young students of college. Independence Day and Republic Day are



celebrated with fervor and festivity. On these days, various events including flag-hoisting and competitions are organized. Birth and death anniversaries of great personalities are also observed meaningfully to recall their sacrifices who took part in Indian freedom struggle and in nation building.

On Gandhi *Jayanti*, various activities such as essay writing, painting, slogan writing and cleanliness programmes are organized to remember the legacy of Mahatma Gandhi. Usually these activities are carried out for one week to enlighten the students and college community and to spread the ideals of Mahatma Gandhi and Lal Bahadur Shastri. In the last week of October, the birth anniversary of Sardar Vallabh Bhai Patel is celebrated as National Unity Day and various academic and cultural activities are also organized to celebrate the contribution of such a great personality. The young learners get inspired and motivated by the narratives of our nation builders. Vigilance Awareness Week is also observed with the oath of integrity and various academic and cultural activities are also organized.

NAAC

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

**Response:**

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

**Financial transparency**

The college follows Govt. of Haryana general financial rules with regards to its expenditure. The Bursar who is appointed by the Principal looks after the financial matters. He/She assists the Principal in all financial affairs. All committees get their tentative budget approved by the principal to conduct various cultural and academic activities. Grants allocated for different purposes are utilized by different departments and committees after inviting quotations, comparing rates and getting the lowest rates approved by the Bursar and the Principal. The central purchase committee also makes purchases through

Government Electronic Market as per rules of Government of Haryana.

### **Academic transparency**

College's academic and activity calendar is prepared in the beginning of academic session.

Time table for all courses is displayed on college notice board and college website before the commencement of new semester.

- Students' attendance register is maintained by all teaching staff and criteria are followed for granting internal assessment marks.
- Internal Quality Assurance Cell (IQAC) ensures quality culture in college to take it towards academic excellence.

### **Administrative and auxiliary functions**

All notifications are displayed on the college notice board.

- Personal records are maintained by all staff and students
- Staff council is a decision making body of college that helps in taking important decisions from time to time for proper functioning of the college.

The college follows RTI act to set out practical regime of right to information.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### **Best practices 1**

**Title: Encouragement to co-curricular and sports activities.**

**Objective:** In addition to academics, the institution also emphasises the participation of students in extracurricular activities. With the help of the facilities, encouragement and personal care given to the girls, they have excelled in different games at the inter-college, university and state-level competitions. This adds to their confidence and makes them physically and mentally strong individuals. These sportspersons have brought laurels to the college. There is active participation of girl students in youth festival and they have secured many prizes over the last years.

**The context:** Since most of the girls belong to the rural background, the most challenging feature is to encourage them to come out of their sheltered environment and compete with sportspersons belonging to the metros and different backgrounds. Another challenge is to make them aware of the nutritious and healthy food to increase the stamina. Through interaction with the teachers, regular practice and incentives given to them, the girls gradually start feeling confident, positive and self-assured. As they take part in inter-class, inter-college and at higher levels of competitions, they feel inspired and emboldened to face the challenges and make a mark in life on their own.

**The Practice:** Depending on their interest in the games they have played in the school, the girls are given an opportunity to compete in the inter-class competition. The best sportspersons are selected and trained and sent for higher competitions.

**Evidence of success:** By means of the efforts put in by the institution and the support of the administration, our sportspersons have excelled at various levels of sports activities. The achievements in detail are given in point 5.3.1.

**Problem encountered and Resources Required:** The students, who miss their regular classes and examinations because of the hectic schedule of training camps and competitions, are given special coaching by the teachers. The biggest constraint the students face is regarding their studies. The university, state and national calendars of sports activities often clash or the tournaments are spread over the entire academic session. The students taking part in most of these tournaments and competitions are left with no time to pursue their studies regularly. Though special attention is given to them by the teachers, still the real teaching and practical are compromised.

## Best practice 2

**The context:** The faculties, administration and the students all together work hard to achieve ultimate goal, the quality education for students. The institution monitors its performance constantly for further improvement.

**The practice:** Depending on their interest in the cultural events they have participated earlier in the school or a new participant, the girls are given an opportunity to compete in the inter-class competition as well as inter-college competitions. The best participants are selected and trained and sent for higher competitions. After completion of the admission process, the Talent Search Competition is held in college for the fresh students who are later selected for Youth Festival. The institution organizes Science exhibition at department level. The best exhibits are selected at college level, again trained and sent for science exhibition at district level.

**Evidence of success:** The evidence of success is mentioned below in the tabulated list:

<b>Academics</b>				
<b>Merit list of students</b>				
<b>Session</b>	<b>Name of the student</b>	<b>Class</b>	<b>University Roll no.</b>	
MAY 2018	ANNU	BACHELOR OF ARTS	4037202	
	POOJA	BACHELOR OF ARTS	4037311	
	PRIYANKA	BACHELOR OF ARTS	4037334	
	ANNU	BACHELOR OF ARTS	4037205	
	REENU	BACHELOR OF ARTS	4037350	
	PRIYANKA	BACHELOR OF ARTS	4037336	
	BHARTI	BACHELOR OF ARTS	4037218	
	RITU	BACHELOR OF ARTS	4037365	
MAY 2018	NEHA	BACHELOR OF COMMERCE	3118836	
	NEHA	BACHELOR OF COMMERCE	3118837	
	PRERNA	BACHELOR OF COMMERCE	3118844	
	POOJA	BACHELOR OF COMMERCE	3118841	
	SONIA	BACHELOR OF COMMERCE	3118854	
	RITU	BACHELOR OF COMMERCE	3118849	
	GARIMA	BACHELOR OF COMMERCE	3118824	
	POOJA	BACHELOR OF COMMERCE	4012007	
DEC 2017	PRIYANKA	BACHELOR OF ARTS	6040256	
	ANNU	BACHELOR OF ARTS	6040122	
	VARSHA	BACHELOR OF ARTS	6040346	
	REENU	BACHELOR OF ARTS	6040270	
	RITU	BACHELOR OF ARTS	6040285	
	POOJA	BACHELOR OF ARTS	6040224	

	SWEETY	BACHELOR OF ARTS	6040338	
	BHARTI	BACHELOR OF ARTS	6040138	
	SUSHMA	BACHELOR OF ARTS	6040337	
	MANISHA	BACHELOR OF ARTS	6040177	
	SAPNA	BACHELOR OF ARTS	6040299	
	MEENA	BACHELOR OF ARTS	6040193	
	ANNU	BACHELOR OF ARTS	6040126	
	JYOTI	BACHELOR OF ARTS	6040147	
	RUBY	BACHELOR OF ARTS	6040293	
	MAMTA	BACHELOR OF ARTS	6040176	
	RAJNI	BACHELOR OF ARTS	6040262	
	SONIA	BACHELOR OF ARTS	6040325	
	MANJU	BACHELOR OF ARTS	6040188	
	AARTI	BACHELOR OF ARTS	6040111	
	ANJALI	BACHELOR OF ARTS	6040121	
DEC 2017	RITU	BACHELOR OF ARTS	7219064	
	SEEMA	BACHELOR OF ARTS	7219086	
	JYOTI	BACHELOR OF ARTS	7218917	
	BHAWNA	BACHELOR OF ARTS	7218900	
	MANISHA	BACHELOR OF ARTS	7218946	
	RITU	BACHELOR OF ARTS	7219069	
	JYOTI	BACHELOR OF ARTS	7218923	
	MAMTA	BACHELOR OF ARTS	7218943	
	KHUSHBOO	BACHELOR OF ARTS	7218930	
	RAKHI	BACHELOR OF ARTS	7219042	
	REKHA	BACHELOR OF ARTS	7219053	
	ANNU	BACHELOR OF ARTS	7218886	
	MUSKAN	BACHELOR OF ARTS	7218976	
	RENU	BACHELOR OF ARTS	7219057	
	REKHA	BACHELOR OF ARTS	7219054	
	ARTI	BACHELOR OF ARTS	7218892	
	RAJNI	BACHELOR OF ARTS	7219040	
	GINNI	BACHELOR OF ARTS	7218911	
	PINKI	BACHELOR OF ARTS	7218989	
	PREETY	BACHELOR OF ARTS	7219027	
	MONIKA	BACHELOR OF ARTS	7218963	
DEC 2017	PRIYANKA	BACHELOR OF ARTS	7258999	
	JYOTI	BACHELOR OF ARTS	7258923	
	NEERAJ	BACHELOR OF ARTS	7258962	
	ANNU	BACHELOR OF ARTS	7258908	
	KIRTI	BACHELOR OF ARTS	7258935	

	NISHA	BACHELOR OF ARTS	7258965	
DEC 2017	SONIA	BACHELOR OF COMMERCE	7035647	
	NEHA	BACHELOR OF COMMERCE	7035628	
	POOJA	BACHELOR OF COMMERCE	7035633	
	RITU	BACHELOR OF COMMERCE	7035640	
	PRERNA	BACHELOR OF COMMERCE	7035635	
	NEHA	BACHELOR OF COMMERCE	7035627	
	DIVYA	BACHELOR OF COMMERCE	7035613	
	MANISHA	BACHELOR OF COMMERCE	7062862	
DEC 2017	NARGISH	BACHELOR OF SCIENCE	6012641	
MAY 2017	PREETI	BACHELOR OF ARTS	6023046	
MAY 2017	MANISHA	BACHELOR OF COMMERCE	6082769	
MAY 2016	ANJU	BACHELOR OF ARTS	8291654	
	MANISHA	BACHELOR OF ARTS	8291701	
MAY 2016	PREETI	BACHELOR OF COMMERCE	8226046	
	SEEMA	BACHELOR OF COMMERCE	8226055	
DEC 2015	MANISHA	BACHELOR OF ARTS	2362881	
	MONIKA	BACHELOR OF ARTS	2362899	
MAY 2015	NIKITA	BACHELOR OF ARTS	3098855	
	JYOTI	BACHELOR OF ARTS	3098800	
	KOMAL	BACHELOR OF ARTS	3098945	
	SUSHMA	BACHELOR OF ARTS	3098810	
MAY 2015	RACHNA	BACHELOR OF ARTS	3172362	
MAY 2015	PREETI	BACHELOR OF COMMERCE	3240753	
	SEEMA	BACHELOR OF COMMERCE	3240762	
	RAKHI	BACHELOR OF COMMERCE	3240756	
DEC 2014	REETU	BACHELOR OF ARTS	8058603	
	MANISHA	BACHELOR OF ARTS		
	ANJU	BACHELOR OF ARTS	8058516	



	POOJA	BACHELOR OF ARTS	8058464	
	PREETI	BACHELOR OF ARTS	7103412	
	ANNU	BACHELOR OF ARTS	7103420	
	MEENA	BACHELOR OF ARTS	7103309	
	SUSHMA DEVI	BACHELOR OF ARTS	7103363	
	SUSHMA	BACHELOR OF ARTS	7103483	
	SUNITA	BACHELOR OF ARTS	7103484	
DEC 2014	PREETI	BACHELOR OF COMMERCE	7227874	
	POOJA	BACHELOR OF COMMERCE	7227869	
	KOMAL	BACHELOR OF COMMERCE	7227861	
	POOJA	BACHELOR OF COMMERCE	7227868	
	JYOTI	BACHELOR OF COMMERCE	7227859	
	ANNU	BACHELOR OF COMMERCE	7227852	
	SUNITA	BACHELOR OF COMMERCE	7227886	
	RAKHI	BACHELOR OF COMMERCE	7227877	
	POOJA	BACHELOR OF COMMERCE	7273245	
	PRIYANKA	BACHELOR OF COMMERCE	7273249	
	MANISHA	BACHELOR OF COMMERCE	7273240	
	PREETI	BACHELOR OF COMMERCE	7273246	
	NAMITA	BACHELOR OF COMMERCE	7273242	
	PREETI	BACHELOR OF COMMERCE	7273248	
	PREETI	BACHELOR OF COMMERCE	7273247	
	SHEELAM	BACHELOR OF COMMERCE	7273255	
	NANHI	BACHELOR OF COMMERCE	7273243	
	MONIKA	BACHELOR OF COMMERCE	7311273	
	PINKI	BACHELOR OF COMMERCE	7311276	
	PRITI	BACHELOR OF COMMERCE	7311282	
	PINKI	BACHELOR OF COMMERCE	7311275	
	POOJA	BACHELOR OF COMMERCE	7311278	
	SEEMA	BACHELOR OF COMMERCE	7311284	
	SUDESH	BACHELOR OF COMMERCE	7311287	
	SUMAN	BACHELOR OF COMMERCE	7311288	
	POOJA	BACHELOR OF COMMERCE	7311279	
	NEERAJ	BACHELOR OF COMMERCE	7311274	
	PREETI	BACHELOR OF COMMERCE	7311281	
	PREETI	BACHELOR OF COMMERCE	7311280	
	POOJA	BACHELOR OF COMMERCE	7311277	
	JYOTI	BACHELOR OF COMMERCE	7311271	
	ANNU	BACHELOR OF SCIENCE	7435553	
	JYOTI	BACHELOR OF SCIENCE	7435561	
	SANGEETA	BACHELOR OF SCIENCE	7435588	

AMAN

BACHELOR OF SCIENCE

7435551

NAAC

**Science Exhibition**

Session	Sr. no.	Subject	Name	Roll no.	Class	Position
2015-16	1.	Botany	Alisha	154021	B.Sc. II	Third
			Aditi	154019	B.Sc II	
	2.	Computer Science	Priya			Second

2017-18	1.	Botany	Alisha	154021	B.Sc. II	Third	
			Aditi	154019	B.Sc II		
	2.	Computer Science	Poonam	155006	B.Sc. III	Second	
2018-19	1.	Botany	Rakhi	2212720004	B.Sc. I	Third	
			Sheetal	2212720010	B.Sc. I		
	2.	Computer Science	Ritu	10688004	B.Sc. III	Second	
			Sonia	106830014	B. Sc. III		
	3.	Psychology	Khushboo	96260042	B.A. III	Best Explanation	
	4.	Chemistry	Monika	106830044	B.Sc. III	Best Explanation	

### Cultural events: Youth festival and Falgun fest

Session	Event	Name and Class	Position	Level	
2015-16	Punjabi & Urdu Poetry Recitation	Ruby (B.A. Ist year), Naveeta (B.Com. 2nd year)	First	Zonal Youth Festival	
	English Poetic Recitation	Mamta (B.Sc. 2nd year)	Third	Zonal Youth Festival	
2016-17	Slogan	GCW, Lakhan Majra	Second	Zonal Youth Festival	
2017-18	Toy making Punkha, Beejna making and rituals	Jyoti B.A. II Preeti(BA 2nd), Sushila, Anju, Sonia, Jyoti, Partibha, Neeraj, Ritu, Ritu, Neelam, Asha, Renu, Pooja(BA 3rd)	First Third	Falgun Fest	
2018-19	Hindi Poetry	Jyoti(B.Sc.2nd)	First	Zonal Youth Festival	
	Punjabi Poetry	Sheenu(BA 3rd)	Second	Zonal Youth Festival	
	Haryanvi Skit	Samiksha(B.Sc. 3rd), Madhu & Varsha (B.Com. 2nd), Pratima (B.Sc. 3rd), Seema & Manisha (B.A. 2nd),	Second	Zonal Youth Festival	
	Haryanvi Skit	Samiksha(B.Sc. 3rd), Madhu & Varsha (B.Com. 2nd), Pratima (B.Sc. 3rd), Seema & Manisha (B.A. 2nd),	Third	Inter -Zonal Youth Festival	

**Problem encountered and Resources Required:** In the field of academics the institution has not encountered any problem. Since the grants received by Department of Higher Education for Science exhibition is meager, it is not possible to prepare good working models. So, only a limited number of students are able to take part in Science exhibitions. However, if extra amount is needed, the college makes an alternative arrangement to release amount from AF. Another problem faced by the college is the unavailability of Music as a subject due to which various musical and theatrical items have to be cancelled. On the other hand, hiring outside music experts is unaffordable for the college.

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### 7.3 Institutional Distinctiveness

**7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

The college meticulously plans overall development of students including gender sensitization, women empowerment, career guidance, stress management and in order to address their personal issues, mentor-

mentee groups have been implemented and the classes are held every week, the teacher-student ratio for mentor-mentee group is kept 1:40. Personal attention is paid to all students. The topics to be discussed are decided at the onset of the academic session every year. The topics viz. gender equality, health and hygiene, education policy, right to vote, career advancement, current issues like pollution, water conservation etc. are usually discussed throughout the academic session. Students are analysed for strengths they possess, weaknesses and challenges they face, and the opportunities that they can avail.

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## 5. CONCLUSION

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### Additional Information :

Curricular aspects of courses at Govt. College for Women, Lakhan Majra are governed by ordinance and regulations issued by Maharshi Dayanand University, Rohtak. The college has enough infrastructure and facilities which are being upgraded continuously to suit the needs of students. The college has well-equipped laboratories and classrooms with projection facilities for both faculty and students. The college has an established mechanism for sensitizing its staff and students on issues related to human values. We have taken all efforts and initiatives to integrate cross-cutting issues relevant to Gender, Environment and Sustainability, and Professional Ethics into the Curriculum. Learning at the college has always been student centred. Students frequently participate in various academic and co-curricular activities within and outside the college. Field visits, educational trips, workshops, and talks by experts are organized throughout the year. To inculcate critical thinking, creativity and scientific temper workshops are organized to improve communication skill. Extension lectures are conducted to promote interactive talks and presentation of ideas.

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. The college meticulously plans overall development of students including gender sensitization, women empowerment, career guidance, stress management and to address their personal issues, mentor-mentee groups have been implemented and the classes are held every week, the teacher-student ratio for mentor-mentee group is kept 1:40.

The institution celebrates national festivals to commemorate the great leaders and historical events of national importance. These create an atmosphere of patriotism in the mind of young students of the college. The college celebrates all the important National and International days with fervor and festivity. The efforts and measures of our institution have been channelized and systematized towards academic excellence after the inception of IQAC in the college

### Concluding Remarks :

Various extension activities are organised by NSS, Women Cell, YRC and Placement Cell for holistic development of the students. This includes extension lectures, Workshops, Training Programmes and Job fair programme for the students. Under the banner of NSS the college has organized various activities like Tree Plantation, Campus Cleanliness, skits on 'Beti Bachao Beti Padhao', 'Swachh Bharat- Swastha Bharat' Cleanliness of the surrounding, "Plugging-Jogging with Plastic pick-up". The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc. Institution frequently updates its IT facilities including Four smart class rooms with projector facilities. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms Staff committees have been constituted for maintenance of infrastructure facilities & equipment which includes Building and Maintenance Committee, Purchase Committee, Beautification Committee, Library Committee, Computer related work Committee. First alumni meet of the college was organised on 28th Sept, 2019. In this alumni meet 133 alumni attended the programme and shared

their experiences and motivated the present students of the college. All policies and plans of the college are drafted by college council committee under the chairmanship of principal who is chief executive of the college. College council is a statutory body of the college and oversees all academic and other activities. Conveners and members of societies share their experiences and challenges with council and Principal to create possibilities of improvement. The quality policy of the college is in alignment with the parent university, UGC and Department of Higher Education, Haryana. The performance Appraisal System of teaching and non-teaching staff is under the guidelines of Dept. of Higher Education, Govt. of Haryana. The annual confidential reports of all the teaching & non-teaching staff are duly submitted timely. College conducts internal and external audits regularly. The main sources of funds for the college is grants from the state government (Director Higher Education, Panchkula) and fees, collected from the students. Latest equipment i.e. smart classes were established in college as innovative means of education. To maintain safety and security CCTV cameras are installed.

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