

Fateh Chand College for Women
Hisar-125001 (Haryana)



AQAR 2020-21

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

FATEH CHAND COLLEGE FOR WOMEN

1.2 Address Line 1

Near Devi Bhawan Mandir

Address Line 2

Mohana Mandi

City/Town

Hisar

State

Haryana

Pin Code

125001

Institution e-mail address

fccprincipal@rediffmail.com
fccollegehisar@gmail.com

Contact Nos.

(off) : 01662-234682

Name of the Head of the Institution:

Dr. Anita Sehrawat

Tel. No. with STD Code:

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Mobile:

8295939628

Name of the IQAC Co-ordinator:

Mrs. Sunita Bhargava

Mobile:

9896250077

IQAC e-mail address:

fccprincipal@rediffmail.com
fccollegehisar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HRCOGN10197

1.4 Website address:

www.fcchisar.com

Web-link of the AQAR:

http://fcchisar.com/wp-content/themes/fcchisar/LATEST_AQAR_2020-2021.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+(77.80)	-	Oct., 2002	5 years
2	2 nd Cycle	B	2.42	Sept., 2015	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC : DD/MM/YYYY

17-01-2004

1.7 AQAR for the year (for example 2010-11)

2020-21

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

AQAR 2018-19	13-03-2021
AQAR 2019-20	13-03-2021
AQAR 2020-21	10-02-2022

1.9 Institutional Status	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	
	University	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
	Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>

Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
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Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self financing	<input type="checkbox"/>
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1.10 Type of Faculty/Programme

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

Three Add-on-courses

1.11 Name of the Affiliating University (*for the Colleges*)

Guru Jambheshwar University of Science & Technology, Hisar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

-

2. IQAC Composition and Activities

2.1 No. of Teachers

04

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

03

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

01

Community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

-

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National
 State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Construction of eight classrooms & departmental offices completed.
- Construction of Indoor Stadium started.
- Museum for Botany department constructed.
- Approved academic and cultural calendar for coming session.
- Helped weak students perform better and to improve the overall percentage of results, special class tests were conducted by the teachers.
- Due to Corona Nationwide Lockdown online classes were taken by the teachers.
- All the teachers took initiative to spread awareness among the masses about corona virus and how to fight against it.
- Fire extinguishers installed in college auditorium.
- Qualified staff did counselling of students.
- Exhibition cum sale of Best out of Waste by Home Science, Fashion Designing and Commercial Arts was held.
- Exhibition organised by all science departments.
- Workshop on cyber security & IT awareness was organised.
- Workshop by cultural committee was organised.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • To constitute counselling cell. • Fire extinguishers to be installed in college at various places. 	<ul style="list-style-type: none"> • Counselling cell to provide counselling to needy students was constituted. • Fire extinguishers installed in college at various places.

<ul style="list-style-type: none"> • To construct 8 rooms and departmental offices. • Museum for Botany department to be constructed. • Orientation programme to be organised for teachers & new students. • To prepare students for placement. • Exhibition-cum-sale by Home Science, Fashion Designing and Commercial Arts departments. • Workshop by cultural committee to be organised. • Workshop on cyber security to be held. • Awareness about Covid-19 to be spread. 	<ul style="list-style-type: none"> • Construction of rooms & departmental offices is completed. • Museum for Botany department constructed. • Orientation programme for students & teachers was organised. • Some students were placed in different companies. • Exhibition-cum-sale on 'Best out of Waste' was organised. • Organised workshop. • Workshop on cyber security and IT awareness was held. • Awareness about Covid-19 was spread by teachers as well as students.
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* Attach the Academic Calendar of the year as Annexure- **Annexure – (i)**

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Proposals were presented for approval to the Governing Body for the demands and suggestions put up by IQAC. It agreed to consider all these proposals carefully. Construction of eight rooms & departmental offices completed. Museum for Botany department was constructed. Students & teachers took part in spreading awareness about Covid-19. The staff of the college donated one-day salary to the Chief Minister's Corona Relief Fund. Fire extinguishers were installed in college at various places. Teaching staff room was renovated. Students got placements in different companies. All the suggestions of the IQAC have been met.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	02	01	03	Nil
UG	03	Nil	01	Nil
PG Diploma	01	Nil	01	Nil
Advanced Diploma	03	Nil	03	03
Diploma	03	Nil	03	03
Certificate	03	Nil	03	03
Others	Nil	Nil	Nil	Nil
Total	15	01	14	09

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open Options

- Curriculum is formulated by Guru Jambheshwar University of Science & Technology, Hisar

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	Nil
Annual	03 (Add-on courses)

1.3 Feedback from stakeholders*

(On all aspects)	Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>
	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>
	Co-operating schools (for PEI)	<input type="checkbox"/>		

*Please provide an analysis of the feedback in the Annexure - Annexure-(ii)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Not in purview of the college. University formulates the syllabus

1.5 Any new Department/Centre introduced during the year. If yes, give details.

M.A. in Yoga

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty
(as on April.-2021)

Total	Asst. Professors	Associate Professors	Professors	Others
13	04	09	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

9

2.3 No. of Faculty Positions Recruited
(R) and Vacant (V) during the year
(as on 31-4-2021)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty (as on 1-8-2017)

Guest - Nil

Visiting - Nil

Temporary - 79

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	Nil	Nil
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil

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

There is a consistent effort to make teaching and learning more effective by assimilating innovative and conventional methods. Smart classroom, PPT, websites, computer labs and computer courses are prominent e-learning tools. Seminars, viva, quiz, study tours workshops, extension lectures and practical examples from life are also given to students.

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

140 Offline + Online Classes

2.8 Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

University rules are followed

2.9 No. of faculty members involved in Curriculum restructuring/revision/syllabus

development as member of Board of Study/Faculty/Curriculum

0	0	04
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Development workshop.

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage*:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	533	-	46.0	4.0	-	49.0
B.Sc.	R/ Awaited	-	-	-	-	-
B.Com.	214	-	84.7	15.2	-	76.6
M.Com.	R/ Awaited	-	-	-	-	-
M.A. (Psychology)	R/ Awaited	-	-	-	-	-
P.G. Dip. In Yoga	R/ Awaited	-	-	-	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Teachers convey the problems of students during the whole year and IQAC tackles their problems in consultation with faculty.
- For monitoring, faculty submits the results of classes they teach during the year
- IQAC approves academic calendar.
- IQAC encourages teachers to attend orientation and refresher courses to update themselves for research degree and research projects.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	1
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	05
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	2
Others (National Seminar/Webinars)	32 (31 Attended +1 As Recourse Person)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	8	0	25
Technical Staff	4	1	0	13

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encourages and supports all research related activities in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published

i) With ISBN No.

Nil

Chapters in Edited Books

Nil

ii) Without ISBN No.

Nil

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons : 03

3.13 No. of collaborations International National
 Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency
 From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellow of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. Of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS any other

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

NCC :

- 28 NCC Cadets participated in Republic Day Parade in Mahavir Stadium, Hisar.
- NCC cadets spread awareness about Covid-19 and motivated people to get vaccinated.
- Cadets participated in International Yoga Day.
- NCC cadets of the college organised tree plantation drive, planted saplings in college as well as in their locality and vowed to take care of them.

NSS :

- 40 NSS volunteers participated in Pulse Polio Campaign on 31-01-2021.
- Tree Plantation and cleanliness campaigns were held in college as well as in areas nearby college. They took oath to devote 100 hours in a year to this cause.
- Celebrated Road Safety month in association with RTA, Hisar.
- 34 Volunteers participated in Marathon organised by RTA, Hisar. Ravina of B.A. Final secured 4th position in Marathon.
- Organised webinar on 6-7-2020 on the topic Drug Abuse and HIV-AIDS (Awareness and Prevention). The resource person was Dr. Shalu Dhanda from Civil Hospital, Hisar.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8.3 acres	Nil	Nil	8.3 acres
Class rooms	57	Nil	Nil	57
Laboratories	31	-	Nil	31
Seminar Halls	1	-	Nil	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	142860	A/F	142860
Others (Furniture, Books, Blackboard, Solar Plant, R.O., ABAS Machines)	-	140182	-	140182

4.2 Computerization of administration and library

- College has two smart classrooms, one Functional English Laboratory equipped with LCD Projectors etc.
- Administrative Office, Fee Office, Staff Room and many teaching departments are equipped with internet, Wi-Fi facility.
- Our library is member of DELNET and can borrow the books through ILL scheme from other member libraries of DELNET.
- The library is fully computerised. The issue/return of books is done with the help of smart card/bar coded library card.
- The library is Wi-Fi and OPAC enabled. All the books are bar coded.
- All teaching departments have internet/Wi-Fi Facility.
- To help students and staff to exploit ICT resources to its maximum.
- Online submission of practical awards and assessment is also done.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40583	779185/-	276	*86779/-	40859	**865964/-
Reference Books	1255	49322	Nil	Nil	1255	49322
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Delnet	1	11500/-	Nil	Nil	1	11500/-

Libsys	1	59295/-	Nil	Nil	1	59295/-
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.3 Library services:

* Actual amount

**Amount after depreciation

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	137	07	18 Connections, 37 LAN	1	Nil	12	27	60 (Wi-Fi)
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	137	07	18 Connections, 37 LAN	1	Nil	12	27	60

4.5 Computer, Internet access, training to teachers and students and any other Programme for technology up gradation (Networking, e-Governance etc.)

- The faculty makes use of IT resources to enrich their prescribed curriculum and classroom teaching.
- Students and teachers make use of ICT facilities in laboratories and smart classrooms during practicals and Power Point Presentations.
- Students of all streams are taught Computer Awareness as a compulsory subject, they can learn the basics of computer education, along with their regular course.
- Two computers based Add-on-courses i.e. Information & Communication, Copy Editing & Web Designing are also run by the college.
- College also provides OPAC training to the faculty.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.33798
ii) Campus Infrastructure and facilities	5.35866
iii) Equipments	3.99335
iv) Others	23.17329
Total :	32.86328

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services.

On every Monday an assembly is held to aware the students about latest news and information. Other effective tools of information are notices, prospectus, college magazine, college web page and functions, whatsapp groups. The college provides help to the needy students in the form of scholarships, books from library book bank and financial assistance. Woollen cloths are distributed to those who cannot afford them. PTA function is organised to aware the parents about the performance of their wards.

5.2 Efforts made by the institution for tracking the progression

Mentorship classes are taken regularly to monitor the progress of the students which include personal details, academic progress and extracurricular activities. Alumni meet is also organised regularly for taking the progress of the students. Alumni association also adopted financially weak and meritorious students for the betterment of their future. Career & Placement Cell tracks students' academic progress and students' placement after passing out.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2734	315	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	Nil	00	Women	3049	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2060	484	0	664	3	3211	2004	462	0	583	0	3049

Demand Ratio - 2:1

Dropout % - 1.1

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	08

5.6 Details of student counselling and career guidance

- On 10 Feb., 2021 a Seminar was held on the topic “Cyber Security & Awareness with Social Engineering”. The resource person was Dr. Ajay Kumar, Associate Professor, Thapar Institute of Engineering and Technology, Patiala.
- On 31 July, 2020 an online Seminar was organized on the topic “The Path to Dream : A Journey to the Destination”. The resource person was Mr. Ramanpreet, Chairman and Executive Director, PIBM Group.

No. of students benefitted

300

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	08

5.8 Details of gender sensitization programmes

Students Activities

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

State/ University level	04	National level	03
International level	00		

No. of students participated in cultural events

State/ University level	Nil	National level	Nil
International level	Nil		

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

Sports : State/ University level	02	National level	02
International level	Nil		
Cultural: State/ University level	Nil	National level	Nil
International level	Nil		

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	126	242975/-
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	Nil	National level	Nil	International level	Nil
Exhibition: State/ University level	Nil	National level	Nil	International level	Nil

5.12 No. of social initiatives undertaken by the students 15

5.13 Major grievances of students (if any) redressed: Problems of students were solved as and when reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

We aim to be known as an institute whose members share a passion for teaching & learning, an abiding commitment to innovative findings through research and creative activities and maintain a strong sense of responsibility and accountability towards society and the nation of age.

Mission : To empower young women to grow as valuable assets of global society by providing them quality higher education enabling them to develop high intellectual level with spiritual, cultural and ethical values.

6.2 Does the Institution has a management Information System

The institutional website is updated regularly, providing new information relating to all institutional aspects is systematically maintained and made available to all stakeholders. LIBSYS software is used by Library. Information is also provided through notices, circulars, letters and assembly.

6.3 The college/institution follows the curriculum prescribed for each class set by the affiliating university.

6.3.1 Curriculum Development

- A few of our college teachers are the members of Board of Studies of various universities.
- University recommended syllabi are followed by each faculty.

6.3.2 Teaching and Learning

- Regular class tests and unit tests are conducted. Group discussions and interdisciplinary seminars are regularly held.
- Educational tours and field trips help students to get more exposure.
- Students are encouraged to ask questions in classes to clear their doubts.
- Students can also opt for Add-on-Courses to enhance their employability.

6.3.3 Examination and Evaluation

Internal & external examinations are held as per academic calendar of the affiliating university. In addition, class tests, assignments and other forms of continuous assessment programme are followed in all courses of study. Prompt and transparent evaluation of answer scripts is ensured by faculty and affiliating university.

6.3.4 Research and Development

- Teachers regularly take part in seminars and present research papers.
- Teachers publish papers in ISBN/ISSN (Journals).
- Research committee of the college encourages the faculty to participate in projects/workshops/conferences/state, national & international seminars.
- The college has conducted many Webinars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Well equipped library, providing reference books, journals, newspapers, magazines.
- Book bank facility is also provided to financially weak students.
- All labs are well equipped, and deploy ICT to provide maximum access to the reading materials.

6.3.6 Human Resource Management

Interdisciplinary lectures and talks are held for the development of teachers & students. The college has various units such as NSS, NCC, Red Cross, Red Ribbon Club and Women Cell etc. They organise regular community service programmes, awareness programmes and health & hygiene programmes.

6.3.7 Faculty and Staff recruitment

The recruitment of regular teachers is done as per the guidelines of UGC and Haryana Govt. The recruitment of temporary staff (teaching and non-teaching) is done by the college according to Haryana Government guidelines. Teachers on contract basis are appointed through proper channel.

6.3.8 Industry Interaction / Collaboration

Due to Covid-19 situation field visits could not be organised.

6.3.9 Admission of Students

Information related to admission is placed on college website and college notice boards. Students are admitted according to eligibility criteria stipulated by the University for Various Courses and according to the intake capacity sanctioned by the university. Online admission system has been introduced from the 2017-18 session. There is an Admission Committee to supervise online admission. Criterion for reservations is strictly followed as per state Govt. rules.

6.4 Welfare schemes for

Teaching	There is provision of loan out of PF for daughters' marriage, purchase of vehicles, construction and repair of houses etc.
Non teaching	There is provision of loan out of PF for daughters' marriage, purchase of vehicles, construction and repair of houses etc.
Students	There is provision of fee concession and scholarship for students. The college library provides books to the financially weak students from library book bank. In winter warm clothes are distributed to financially weak students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	Principal & Governing Body
Administrative	Nil	Nil	Yes	Governing Body

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No
For PG Programmes Yes No

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

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

Students are acquainted with the members and activities of the Alumni Association. It undertakes cultural activities, conduct regular meetings, arrange for reunion and financial help to needy and meritorious students.

6.12 Activities and support from the Parent – Teacher Association

Parents of the students are also invited on various occasions and regular feedback is taken and given. The suggestions are incorporated.

6.13 Development programmes for support staff

- Day care centre for their kids.
- Staff hostel accommodation.
- Free access to internet, Wi-Fi and library facilities to pursue higher studies.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Regular cleanliness campaigns to keep the college clean and green.
- Reuse of blank reverse side of used papers for rough official work.
- Various competitions and extension lectures on environment issues are held.
- Trees planted in college campus by NCC, NSS and Eco Club.
- Solar lights, solar geysers and solar power generators are used.
- During Covid-19 epidemic, staff & students spread awareness about Corona Virus and ways to prevent it.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year, which have created a positive impact on the functioning of the institution. Give details.

- Conducted webinars during lockdown period.
- Screening of documentary films.
- Encouraged the advanced learners and teachers to take part in research projects and presentation of papers at various seminars, webinars & workshops.
- Remedial classes and diagnostic tests for slow learners to improve the level of learning.
- Earn while you learn.
- Educational tours and field visits to relevant industry for various departments.
- Students participated in science quiz, departmental projects and made models. The college also organised exhibitions of books, paintings and dresses made by Fashion Designing, Home Science and Commercial Arts students.
- Fee concession to meritorious and financially needy students.
- Peer teaching and learning in practice.
- Digitization is under way.
- ICT based learning promoted.
- OPAC system in library/book bank facility for poor students.
- Aadhar based biometric attendance machine used.

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

- New water cooler with RO installed.
- Parent Teacher Meet was organised
- Orientation programmes and workshops have been conducted for the development of faculty.
- Experienced staff conducted counselling session for students.
- Webinars were organised.
- For coming session, academic and cultural calendar was approved.
- Solar power generator installed.
- CCTV cameras were installed.

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

Annexure-III

***Provide the details in annexure (annexure need to be numbered as i, ii, iii)**

7.4 Contribution to environmental awareness / protection

- The NSS and NCC wings and Eco Club of the college are active throughout the year. NSS students under the guidance from faculty members put up posters on environmental protection and awareness.
- NSS & NCC students actively participate in tree plantation. Students and staff members planted a number of plants this year.
- Both NSS and NCC students participated in Swachta Abhiyan and good governance activities.
- Both NSS and NCC students took part in spreading awareness about Covid-19.
- Our college has the privilege of having a Botanical Garden and many medicinal plants are planted there. We keep on adding new plants every year.
- Students and staff members are also given ample information regarding the benefits of these plants.

7.5 Whether environmental audit was conducted?

Yes

No

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

STRENGTH

- Credibility and legacy of institution established over years of meaningful and socially valuable existence.
- Transparency in admission process.
- Good infrastructure – spacious, clean, airy classrooms, smart classrooms, computer labs, library, auditorium, staff rooms, canteen, common room, gymnasium, Day Care Centre, Folk Culture Centre.
- Scholarships and financial aid is provided to meritorious and economically deprived section.
- Alumni association.
- Parent-Teacher Association.
- Qualified, experienced and dedicated faculty.
- Recipient of several awards in cultural, sports and literary items.
- Go green and go clean have been undertaken.
- Residential facilities are available for both students and staff.
- Career guidance and placement cell guides the students who are job oriented.
- All students and staff are required to attend the morning assembly on every Monday, which begins with prayer and provides necessary information.

WEAKNESS

- Lack of permanent teaching and non-teaching faculty.
- Lack of Research projects.
- Lack of more land for further development.

OPPORTUNITY

- Add-on and value based courses.
- Active old students' association.
- All department labs equipped with internet facility.
- To encourage faculty to apply to different state and central funding agencies for research projects.

THREATS

- To make students employable in the era of intense competition.
- Late timetable not possible because of problem of buses & safety of girl students, as maximum number of our students is from rural areas.

8. Plans of institution for next year

- To introduce M.A (Hindi), M.A. (English), M.A. (Sanskrit) & M.Sc. Maths.
- Orientation programme for newly recruited teachers and students.
- Mentorship classes of students during their whole degree period.
- To make feedback system more effective.
- To make placement of students more effective.
- To organize a national seminar.
- All Science Labs (Physics, Chemistry, Botany, Zoology) to be renovated and equipped.
- Two workshops to be organized.
- To promote cycling for a greener and cleaner environment.
- To furnish eight classrooms and four departmental offices.
- To complete the construction of Indoor Stadium.

Mrs. Sunita Bhargava

Dr. Anita Sehrawat

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure (i) Academic Calendar

Sr. No.	Activity	Date/Month
1	Meeting of Admission Guidance Cell	October
2	Meeting of Advisory Committee	Once in every month
3	Admissions	October, November
4	Staff Meeting (General)	Once in every month
5	Staff meeting (Non-Teaching)	Once in every month
6	Interviews for temporary staff	Last week of September
7	Commencement of classes & inaugural Hawan	November
8	Parent Teacher Association Meeting	December
9	Independence Day	August 15
10	Assignments and Unit Tests	November, December, January March, April, May
11	Talent Search Competition	Could not be held Due to Covid-19
12	Convocation 2020-21	March
13	Educational Trips	February
14	Preparatory Tests	December, April
15	Lohri Celebration	January 13
16	Republic Day	January 26
17	Book Exhibition	December
18	Annual Athletic Meet	March-2021
19	Founder's Day Celebration	27 th March

Annexure - (ii)

Alumni : Alumni meetings are organised regularly. They are also invited on various occasions. The problems are discussed with them and solutions are offered to overcome these problems. Their suggestions are implemented seriously for the better future of our students. Meritorious and economically weaker students are also adopted by Alumni Association.

Parents : Parents are regularly in touch with the Principal and the teachers. They are invited whenever needed. An assembly of Parents-Teachers' Association is organised at the very outset of every session. The problems of the students are discussed with them to sort out these problems. Feedback is also taken from them.

Students : Students can freely discuss their problem with the Principal and the teachers. An assembly is also organised every week to provide necessary information to them. They can post their problems and suggestions in the suggestion boxes installed in the campus. Feedback is also taken from them.

Employers : The meetings of the Governing Body are held regularly. The problems are discussed with them and decision is taken as per requirement. ACR's filled by faculty are also assessed and results are also discussed for the improvement of the college.

Annexure - (iii)

Best Practice-I

- Merit scholarships are provided for excellence in academic, sports and cultural activities.
- In academics, scholarship (one time) of 1500/- and 1000/- is given to 1st and 2nd topper of each UG & PG classes Cash prize of 1100/-, 500/- and 251/- is given to 1st, 2nd, 3rd toppers of each UG commerce class.
- In each UG class Gold, Silver and Bronze Medals are given to students who get 1st, 2nd, 3rd position in overall aggregate.
- A cash prize of 5100/- and Gold Medal is provided to the topper of Home Science. Sucheta Saraf Award of 11000/- is also given for overall excellence.
- In music, the student who gets 1st position in Inter Zonal Youth Festival is also awarded. Roll of honour is awarded to students excelling in National & International Level in academic, sports or cultural activities.

Best Practice-II

- Trees are planted regularly.
- Students & Teachers are motivated to turn off the electrical appliances when not in use.
- Maximum use of daylight, CFL and Solar Lights.
- Solar Power Generator is installed to generate electricity.
- Wastewater of water purifiers and ACs is used in tanks of washroom and for watering the plants.
- Sanitary Napkin Vending Machine is also installed with incinerator to dispose off the waste.
- We use back blank side of used papers for rough official work.