



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DAYANAND MAHILA MAHAVIDYALAYA
Name of the head of the Institution		DR. (MRS.) VIJASHAWARI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01744270981
Mobile no.		9996780891
Registered Email		dmmkkr2010@rediffmail.com
Alternate Email		dmmkkr2010@gmail.com
Address		SALARPUR ROAD
City/Town		KURUKSHETRA
State/UT		Haryana
Pincode		136118
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	MRS. ANJU CHAWLA
Phone no/Alternate Phone no.	01744270981
Mobile no.	9896740493
Registered Email	dmmiqac2020@gmail.com
Alternate Email	dmmkkr2010@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://dmmkkr.ac.in/wp-content/uploads/2019/11/IQARC-2017-2018.pdf">https://dmmkkr.ac.in/wp-content/uploads/2019/11/IQARC-2017-2018.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes  <a href="https://www.kuk.ac.in/userfiles/file/Year2018/LeftLinks/AcdCalendar/Schedule_of_Academic_Calendar_UG_PG_Courses_2018-19.pdf">https://www.kuk.ac.in/userfiles/file/Year2018/LeftLinks/AcdCalendar/Schedule_of_Academic_Calendar_UG_PG_Courses_2018-19.pdf</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	80.85	2003	21-Mar-2003	20-Mar-2008

### 6. Date of Establishment of IQAC

05-Oct-2012
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>No Data Entered/Not Applicable!!!</b>		

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DMM, KKR	Salary and Pension	State Government	2019 365	66657340
Sanskrit Dept. DMM, KKR	Sponsorship for Seminar on 30-1-2019	Haryana Sanskrit Academy, Panchkula	2019 1	16530
Women Cell, DMM KKR	Sponsorship for Seminar on 1-3-2019	Director, Higher Education, Panchkula	2019 1	50000
NSS ,DMM, KKR	NSS	State Government	2019 365	215540
DMM, KKR	Scholarship for SC/BC	State Government	2019 365	3045911
DMM, KKR	For the maintenance of Building	Ministry of State for food & Supply, Govt. of Haryana	2019 365	500000
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

13

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

All efforts were made to prepare for the assessment and accreditation of the college by NAAC for 2nd Cycle. Following contributions were made specifically: •

Organized a workshop for all the teachers to make them acquainted with the new guidelines and procedure of NAAC accreditation. • Initiative to get the Alumni Association registered as well as to obtain ISO certification. • CIMS in office and ILMS in library for operational efficiency and transparency and more rooms with ICT facilities. • Suggested to organize FDPs/Seminars/conferences/workshops. A workshop/conference specifically on Intellectual Property Rights was recommended. • Suggested to redesign the website to make it more informative and user friendly for students and other stakeholders.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
<b>No Data Entered/Not Applicable!!!</b>	
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY, DAYANAND MAHILA MAHAVIDYALAYA, KURUKSHETRA	10-Jul-2020

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

No

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

Yes

Year of Submission

2019

Date of Submission

18-Jan-2019

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

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Management Information System is well operational in the college to provide, coordinate and disseminate all important and relevant information to various stakeholders. MIS prevails in the following modules: • Fully computerized office (CIMS) and library (LMS). • Biometric system of attendance for teaching and non teaching staff. •

Online admission process for UG and PG classes through DGHE portal for admission. • Online payment facility through ERP system. • Online Examination form filling through Kurukshetra University, Kurukshetra portal. • Scholarship form filling facility through DGHE portal. • SMS gateway to send important information and notifications to different stakeholders of the college. • Emails are sent to inform faculty and other stakeholders. • Use of whatsapp messaging to inform the faculty. • Important notifications are circulated among the staff. • Communication of important information, notifications and activities of the college regularly through website. • Regular feedback from various stakeholders is collected, analyzed and used for improvements. • Well documented reporting and media coverage system is established with ICT facilities. • All the important notices and information are displayed on the notice board regularly. • In weekly assembly on every Monday all the important information and notices are announced for informing the students. All important events, activities and achievements are shown to the students through slideshow there in.

## Part B

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

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

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

The institution ensures effective curriculum delivery through a well planned and documented process aligned with the vision and mission which aims at providing a conducive teaching learning environment to cater to the needs of women of diverse sections of society and imparting quality education to develop them as morally strong, socially concerned, culturally conscious, intellectual and well informed empowered women. • Being an affiliated college, the institution strictly follows the curriculum designed by the affiliating university i.e. Kurukshetra University, Kurukshetra. • Aadhar Patrika is prepared prior to the commencement of the academic year, specifying dates of significant activities and details of programme to ensure proper teaching-learning process. It is uploaded on the college website. • Prior to the beginning of academic session, departmental meetings are held by all the H.O.Ds to assign workload to teachers and plan departmental activities. Time table is prepared on the basis of allotted workload. Then teachers prepare their lesson plans taking in to consideration academic calendar and planned activities. • Orientation programme for entry level students is organised before the commencement of classes and Aadhar Patrika and syllabus of each paper for the

academic session is provided to the students. • The lesson plan of each and every subject is prepared by concerned teachers covering entire course contents with topics and dates of assignments and tests which are required for internal assessment. • The curriculum is regularly updated by the common syllabi committee of Kurukshetra University, Kurukshetra.. Many regular staff members are nominated as member of Board of Studies from time to time by the respective departments of Kurukshetra University, Kurukshetra. • The curriculum of all self finance courses at graduation and post graduation level is set and designed by respective Board of Studies of the Kurukshetra University, Kurukshetra • College is successfully running four Value added courses and three UGC approved certificate Add-on-courses. • The computer awareness certificate programme level-1 is compulsory to pass for all the students not having computer as a subject in syllabi. • Paper of Environmental studies is compulsory to pass for all students at graduation level. • Project work is given to the students to enhance their domain of knowledge. Posters, Charts, Collage, working and non working models are displayed in the labs, hall, library and classrooms to arouse interest in their respective subject. • Students are encouraged to participate in workshops, guest/extension lectures, field/industrial visits, exhibitions, educational tours, quiz contests, case studies, group discussions etc. to enhance their personality and improve thinking. • Seminars, Conferences/Workshops are organised by the college to promote research culture among faculty members and give exposure to students as well. • A fully computerized and well stocked library offers the students latest edition of the books, variety of reference books, magazines, newspaper, journals along with e-journals and e-books to cater the needs of curriculum. • Every year feedback from students, teachers, alumni and parents is taken to improve the functioning and mechanism of curriculum delivery to achieve the objective of the college.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

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

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Importance of Human Values in Life	02/02/2019	43
YOGA	01/02/2019	19
Stress Management	04/02/2019	11
Nutrition and Fitness	01/02/2019	9
No file uploaded.		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The Development of any organisation, especially an educational institution, depends on a robust feedback system. The college has a formal mechanism to elicit feedback from different stakeholders such as students, teachers, alumni and parents. The feedback system is used to help the organisation to improve the performance and effectiveness. Parents are important stakeholders of this system. Parents teacher meetings are periodically conducted in the college and their suggestions are regularly obtained and analyzed. Student's feedback is obtained from both UG and PG students in their tutorial classes which are held on every Monday. The following parameters are used in the feedback Proforma: a. Teaching and learning b. Healthy Practices c. Infrastructure d. Student support system e. Extension and co-curricular activities The feedback given by the stakeholders is analysed and suitable action is taken so as to satisfy the expectations of students, parents and teachers. FEEDBACK ANALYSIS PROCEDURE :- Feedback forms of students, parents, alumni and teachers have been designed considering qualitative aspects of institution i.e. teaching and learning, healthy practices, infrastructure, student's support system, extension and co-curricular activities. Questionnaire is prepared so that qualitative data could be converted into quantitative data for the purpose of analysis. Feedback obtained is being utilized for the overall development of institution. Opinion of students, parents, alumni and teachers regarding institution is divided into 3 categories i.e. very good, satisfactory and to be improved and points are calculated using statistical and mathematical tools. Later on data obtained is converted into percentage to know overall opinion of different stakeholders. Feedback forms of parents were filled by parents/guardians turned out on parents-teachers meeting i.e. on 12-01-2019. Student feedback forms were filled by students in their tutorial periods on Mondays by students present on that day during the month of January and February 2019. Alumni feedback forms were filled by alumni from time to time and teacher feedback forms in the month of</p>

April May. In this way random sample method is used for the feedback system. Suggestions and comments given by guardians and students are also taken into account for future development. After completing the analysis, the major areas to be improved are identified. These are discussed by respective departments and committees. The proposals and suggestions derived are then discussed with the Principal for the final approval and implementation thereof.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1938	181	50	Nil	12

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
62	25	207	6	5	3141000
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor-Mentee system plays key role in the overall development of students as well as institution. It addresses the needs of the students to have a guide, a counsellor, a friend and a confidante on the campus. It aims at fostering better rapport between the students and the teachers. It bridges the gap between the teachers and learners so as to create an environment where students can approach comfortably their teachers for personal, educational, motivational and career guidance. The mentor role is to help the mentees to identify their talent, skills and interests and motivate them to have and sharpen their abilities for the holistic development of their personality. In this way mentee gets an opportunity to develop a strong bond with mentor. This mentor-mentee relationship is very essential particularly for the new admitted students. The mentor not only helps them to get settled in the new environment but also to solve their academic and personal problems in the college campus. In our institution two systems are followed to mentor the students: Mentor-Mentee groups are formed by the Chief Tutor with the help of faculty tutor incharges. In one group there are 30-40 students. This information is displayed on notice boards and on college website. Mentors meet their groups twice a month in tutorial periods on Monday and give them an open and easy environment to discuss their academic, career, personal and other problems. Teachers try to solve their problems using formal and informal ways of mentoring. For personal or psychological problems, the help of counselling cell of college is taken if required. Sometimes, if needed, the parents are also involved to solve their problems. Further to make it more systemized, one student is selected as tutorial representative (TR) from each tutorial group. Regular meetings (minimum one in each semester) of TRs are



conducted wherein TRs can discuss the problems of their respective groups with the Principal and appropriate action is taken to resolve their problems. In this way, mentors try hard to solve their all kinds of problems at their own level or by referring these to Principal. However, to go beyond the bounds, in other system teachers mentor the students for their academic attainments also. Every subject teacher identifies 5 top meritorious students in the beginning of every semester on the basis of their previous results as well as performance in classes. Teachers keep track of their performance so that special and personal attention may be given to them as per requirement. Teachers keep constant watch on their attendance and academic progress and guide them accordingly throughout the semester. Teachers assist them in their vacant period also to solve their problems and make them shine in results and career.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2119	62	34.18

## 2.4 – Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	24	7	Null	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college being affiliated to Kurukshetra University, Kurukshetra adheres to prescribed rules and procedures regarding internal assessment, examination etc. Internal assessment weightage is 20 of the total marks and is awarded on the basis of various assessments in the form of class tests, attendance, assignments as well as general performance of the students in the classes. Students are informed about this procedure in the orientation programme, through Aadhar Patrika and by the teachers in the classes. Teachers prepare lesson plans with clear mention of class tests and assignment dates to continuously evaluate the students to track their progress and to identify slow and advance learners. The whole process of evaluation remains impartial and transparent as every teacher keeps a record of academic performance and attendance of students. Teachers discuss the performance with their respective H.O.Ds. Information regarding lecture shortage and poor marks in tests are given to students and parents via SMS. The record is maintained in the college

office also and necessary feedback is given to the principal. In this way, the college monitors the performance of students continuously. REFORMS AT COLLEGE LEVEL :

- The orientation programme is organized in the beginning of the session to make the students aware of CIE system along with other information.
- Lecture shortage and poor academic performance is reported to parents.
- Top five meritorious students are identified for each subject by the concerned teachers to evaluate them continuously for better performance.
- Special tests are conducted for bright and slow learners.

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

Our college strictly adheres to the academic calendar issued by Kurukshetra University in the beginning of academic session wherein university approves schedule of admission, teaching, examination, vacations, semester breaks etc. Academic calendar is published in the Aadhar Patrika of college and uploaded on college website. The college ensures effective implementation of the timelines provided by the university.

- Teachers prepare lesson plans of their respective subjects keeping in view the schedule provided by the university and thus regulate their teaching learning process. The lesson plans prepared by the faculty members clearly mention the dates for class tests, assignments and sessional dates which are important parameters for awarding internal assessment. The pattern and the marks distribution of all the components is as per the university format. The assignments and tests are mapped with their respective course outcomes which are stated in the beginning of the course. The tests are conducted in evenly intervals to avoid pressuring the students with too many examinations. Timelines created in lesson plans allow the students with enough time to complete the assignments and prepare for the tests.
- The college prepares the plan (cultural calendar) in advance for various curricular and co-curricular activities throughout the year as per the timelines provided by the university academic calendar. It is published in Aadhar Patrika for the information to all the students so that they can plan their participation and prepare accordingly.
- If any revised instructions are issued by the university, the changes in plans are induced accordingly.

## 2.6 – Student Performance and Learning Outcomes

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

[https://dmmkkr.ac.in/wp-content/uploads/2020/10/COURSE\\_OUTCOMES\\_2018\\_19\\_Modified.pdf](https://dmmkkr.ac.in/wp-content/uploads/2020/10/COURSE_OUTCOMES_2018_19_Modified.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://dmmkkr.ac.in/wp-content/uploads/2020/11/FEEDBACK-FROM-VARIOUS-STAKHOLDERS-WITH-COLORED-GRAPH.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1	Haryana Punjabi Sahitya Academy Panchkula	18238	0
Any Other (Specify)	1	Director General Higher Education, Panchkula (HRY)	50000	50000
Any Other (Specify)	1	Haryana Sanskrit Academy, Panchkula	16530	16530
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on IPR	Legal literacy cell	06/04/2019

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

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

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

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	COMMERCE	2	5.9

International	COMMERCE	8	5.54
International	ENGLISH	1	4.01
International	ECONOMICS	1	6.93
International	HINDI	1	2.00
International	PUNJABI	4	3.50
International	PHYSICAL EDUCATION	1	2.00
International	MATHS	1	5.10
International	SANSKRIT	1	4.01
International	POLITICAL SCIENCE	1	1.6
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
HINDI	1
HOME SCIENCE	1
HISTORY	2
MATHEMATICS	3
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	2018	Nil	Nil	nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	12	97	Nil	Nil
Resource persons	Nil	Nil	Nil	2
Attended/Seminars/Workshops	2	7	4	2
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness rally for female foeticide	NCC Collaboration with community	3	150
Voter awareness rally	NSS and legal literacy cell with community	7	73
Awareness rally for Swachhta and Environment Protection	NSS with Community (Fauji Basti)	5	40
Rally for awareness of digital payment	NSS with shopkeepers	4	26

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Awareness rally for Swachhta and Environment Protection	Appreciation letter	Municipal Committee, Thanesar	40

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
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No Data Entered/Not Applicable !!!

[View File](#)

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
National Seminar	Research paper presented 52 Participants 125	Haryana Sanskrit Academy, Panchkula	01
National Seminar	Research paper 61 Participants 82	Director Higher Education, Haryana	01
National Seminar	Research paper presented 20 Participants 80	Haryana Punjabi Sahitya Academy, Panchkula	01

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
951054	951054

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

##### **4.2 – Library as a Learning Resource**

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

Name of the ILMS	Nature of automation (fully)	Version	Year of automation
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software	or partially)		
DELL SOFT	Partially	07	2005

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	19970	2486576	388	88633	20358
Reference Books	783	563528	Nill	Nill	783	563528
e-Books	3135000	Nill	Nill	Nill	3135000	Nill
Journals	7	5970	Nill	Nill	7	5970
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	115	Nill	Nill	Nill	115	Nill
Library Automation	1	49900	Nill	8500	1	58400
Weeding (hard & soft)	794	44176	Nill	Nill	794	44176
Others(s pecify)	8515	1112671	37	28181	8552	1140852
<a href="#">View File</a>						

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

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

#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	175	6	4	4	0	5	156	50	14
Added	0	0	0	0	0	0	0	0	0
Total	175	6	4	4	0	5	156	50	14

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

50 MBPS/ GBPS
---------------

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	<a href="#">nil</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7511538.5	7511538.5	4150750	4150750

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

The college has various committees like construction, purchase, write off and maintenance and cleanliness committees formed by principal to systematically maintain and utilise its infrastructure and support facilities. Institution follows a proper mechanism to assess the requirement, purchases, maintenance and writing off these facilities. At the end of every session, the Principal in consultation with all the staff members reviews the infrastructure and other facilities and finds out the new requirements. The Principal deposes the staff with the duty of stock taking to verify, check and recommend the repairable and disposable items. For minor repairs the Principal sanctions the expenses as per norms and major repairs and requirements are put before the governing body for final approvals. For disposable items write off committee verifies and makes recommendations to the Principal for final approval. After that the items are disposed off by the write off committee as per rules. LABORATORIES:- Hods and incharges of laboratories take due care of their respective departments and laboratories. They assess the requirements and submit that to the office. After discussion with and approval from Principal the quotations are invited by the purchase committee through office. These quotations are opened in a meeting with the Principal and approved in the presence of committee members. Then, letter of intent is sent to hire the services or purchase the equipments. Equipments in the labs are repaired on regular basis. For computer maintenance, engineer is hired on demand basis. SPORT AMENITIES/FACILITIES:- Sport facilities including gym are maintained and utilized under the guidance of H.O.D, department of physical education cum convener of sport committee. These facilities are optimally utilized by the students in free periods for fitness and to get training to participate in various competitions. AUXILIARY/SUPPORT FACILITIES:- First aid and common medicines are provided to students as per requirement. Wheel chair is available for divyangs and others. Common room facility is there for the students to relax. The college canteen provides healthy and fresh food and checked frequently by the canteen committee. ICT enabled two halls are available to organize various activities. Landscape of college with lush green lawns is maintained by full time gardeners. CCTV surveillance for security and covered parking area accommodate large number of vehicles. ROs equipped water coolers are serviced regularly. Three generator sets and six inverters are installed for uninterrupted power supply. 20KVA solar power panel is installed to promote renewable energy. ACADEMIC INFRASTRUCTURE:- Academic infrastructure available in the college is optimally utilized through time table. In the beginning of semester, timetable committee is framed. Committee takes in to consideration the requirements according to the work load submitted by H.O.Ds. Then the time table is prepared so that optimum utilization of the infrastructure is ensured. New classrooms are



constructed if required due to the introduction of new programmes or increase in the strength of the students. Thus, the institution has a modest space with all the basic and latest facilities to cater to all the requirements of the students, faculty and other stakeholders.

<https://dmmkr.ac.in/wp-content/uploads/2020/11/4.4.2.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	14

### 5.2 – Student Progression

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

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
------	--	--------------------------	---------------------------	----------------------------	-------------------------------

2019	79	B.Com/B.A./ B.Sc.	Commerce/ Arts/ Scienc e/Tourism	Kurukshetra University and other affiliated colleges/MCM DAV College, Chandigarh	M.Com/MBA/ M.A./ M.Sc./ C.A/ B.Ed./ PGDCA/ B.P.Ed.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	13
Any Other	36
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

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

The institution always has promoted democratic values amongst students and has had its own mechanism to form student council. However, after the state government lifted ban on student council elections this year (2018-19), student council elections were held as per the directions of Directorate of Higher Education, Panchkula and Kurukshetra University, Kurukshetra. Thus, student council was formed with office bearers comprising of two bodies as follows: - General Body including President, Vice-President, Secretary and Joint secretary as office bearers. - Executive Body including 12 executive members along with above 4 office bearers. Students are included in various committees and help in organizing various types of activities in the college- • Students contribute as editors for various sections of magazine. • Students are enrolled as gender champions by women cell and they sensitize the other students on gender related issues. • As registered members of electoral literacy club, students educate others about voting system and voting rights/duty. • Students also contribute as members of IQAC committee, admission committee, and student helpdesk for online admission process, canteen committee, cleanliness and maintenance committee. • Students enrolled in NCC perform various duties like discipline duty during different functions and activities of college. • As NSS volunteers, students perform discipline duty, cleanliness and other duties assigned from time to time. • Students enrolled as Red Cross volunteers perform duties during

various outreach awareness programmes. • As tutorial representatives (TRs), students perform duties like discipline duty in classes, hawan, functions and as assigned from time to time. Moreover, they play a very important role as a link between the College authorities and students to communicate the various issues.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

Alumni Engagements: In our organization, Alumnae Association exist since its inception and every year Alumnae meeting is organized at the time of Convocation to provide them an opportunity to share their experiences and challenges they face in this competitive world. In this annual meeting an Alumnae Association is formed with office bearers viz. President, Vice President, General Secretary and executive members. Through this association they remain in contact with the organization. Distinguished Alumnae are invited to participate and contribute in various activities of the college like motivating extension lecture, panel discussion etc. One alumna is always included as member of IQAC. Till 2018-19, Alumnae Association of our college was not registered. At the initiative of IQAC, the process of registration of Alumnae Association was started during the year with seven of its alumnae as founder members. Two meetings of these members have been held during the session 2018-19. One meeting was held on 15.02.2019 to discuss the name of association and following the procedure of registration. Name of the Alumnae Association was approved as 'Tejaswini'. Another meeting was organized on 30.04.2019 to discuss the constitution of the association and proceed further to complete the process of getting the association registered under Society Act.

5.4.2 – No. of enrolled Alumni:

2612

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings of Alumni Association were held. 1. 15.02.2019- To discuss the name of association and following the procedure of registration. 2. 30.04.2019- To discuss and finalize the constitution of association.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

In our college decentralization and participative management is well practiced and all the teaching and non-teaching staff members are involved in decision making and implementing the policies. Formation of different committees is a regular and annual practice. These committees are formed by the Principal in staff meetings after discussion with the staff. These committees participate actively in decision making and functioning of the institution. The process of decentralization and participative management of our institution can be well understood by the mechanism of following two committees. PURCHASE COMMITTEE:- For every purchase of the college, a purchase committee is formed comprising of one of the senior staff member as convener and four or more persons as members. Heads of departments, conveners of societies and in charges of laboratories

take due care of their respective departments or laboratories or societies and assess the requirements. These requisitions regarding any kind of materials needed are submitted to the office. After discussion with and approval from the Principal, the quotations are invited by the purchase committee through office. These quotations are opened in a meeting with the Principal and approved in the presence of members of purchase committee. Comparative statement is prepared and vendors are finalized in this meeting. Then orders are placed by the office. After the purchase convener of purchase committee and request initiator check and verify the purchased material. Bursar of the college verifies the purchases before passing the bills. Then, entries are made in the stock register by HODs or conveners. In this way, Purchase committee works in a decentralized and transparent manner and Principal, conveners, members of teaching and non-teaching staff are involved in the whole process to carry out their respective responsibilities. **CANTEEN COMMITTEE:-** Canteen committee is formed comprising of one convener, four or more staff members and students to supervise and keep a check on the quality of food items and cleanliness in the canteen. In the beginning of the session, a meeting of canteen committee is held under the chairmanship of Principal and the matters related to food items to be made available in the canteen, cleanliness, hygiene and rate list etc. are discussed at length. Then instructions are given to the contractor accordingly. Committee observes regularly the cleanliness, hygiene and freshness of the food items. Use of polythene and plastic disposable materials in the canteen are banned. So this is also checked regularly. Students in the committee play a very important role as they remain connected with their respective group tutorial representative and tutorial representatives remain connected with their groups. So student's requirements are conveyed to the represented students in the canteen committee regularly and action is taken for improvement if required. In this way all the members, conveners, Principal and students get involved to ensure proper functioning of canteen.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> <li>• Online admission including online payment facility in UG and PG classes.</li> <li>• Strict observance of admission rules and guidelines issued by the government, DGHE and affiliating universities.</li> <li>• Use of print and digital media including website to make the students aware about admission process and deadlines.</li> <li>• Student help desk for the counselling and guidance of students and parents throughout the process of admission.</li> <li>• Scholarships and Freeships to attract meritorious and sports students.</li> <li>• Instalment payment facility to accommodate economically weaker students.</li> <li>• Honoured and reward for meritorious students.</li> <li>• Awards for the best students in different categories.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Industrial visit to NDRI, Karnal</li> </ul>

	<p>was organised to make the students understand the whole process of Dairy management. • Networking with neighbouring institutions to send the students for campus placements.</p>
Human Resource Management	<ul style="list-style-type: none"> <li>• Motivating and facilitating the faculty members to participate in refresher and orientation courses. • Teachers are encouraged to participate attend and present research papers in various state/national and international seminars/conferences/workshops organised by various institutions throughout the year. • Organisation of a computer workshop under FDP to improve professional and computer skills. • Workload to faculty members is assigned according to their area of specialization. • Various committees are formed and duties are assigned considering the willingness and interest of the faculty members.</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> <li>• Library Management System in the library for effective working. • E-journals and E-books are subscribed from N-LIST. • Provision of internet facility in the library for the use of e-learning resources. • Purchased of text books in the library biannually. • Photostat facility is provided in library for students and faculty. • New extended computerized office was established to carry on various online processes smoothly. • CIMS installed in the office for functional efficiency. • Purchase of motorized screen installed in the seminar hall. • Grills implanted to make the corridors safer.</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>• Teachers are motivated to participate in seminars/refresher courses/orientation courses/workshops.</li> <li>• Teachers are encouraged to participate and present papers in International/National/State level seminars, workshops and to act as resource persons and also to get them published. • Teachers are allowed and given duty leaves to attend the seminars/refresher and orientation courses etc. • Faculty members are encouraged to organise various seminars and workshops to promote research.</li> </ul>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• Students are examined by regular class tests, assignments, PPTs, viva-voce, group discussions etc. •</li> </ul>

Sessional exams are conducted to prepare them for final examination. • Performance of the students analysed and discussed with them. • Internal Assessment is given to students as per the guidelines and criteria issued by the Kurukshetra University, Kurukshetra, on the basis of performance in sessional exams and assignments as well as the basis of regularity in the classes. • Students are observed keenly regarding their performance as a part of continuous evaluation process so that they may be guided for improvements.

Teaching and Learning

- Orientation course was organized for all the newly admitted students.
- Lesson plans prepared for each subject.
- Use of ICT technology and smart boards.
- PPT.
- Seminars and extension lectures.
- Organising competitions and activities like quiz, declamation, poetic symposium, debates, Power Point presentations.
- Surprise tests, group discussions, additional assignments, blackboard tests.
- Identifying 5 top performing students and guiding them regularly to make them shine in results.
- Identification of slow and fast learners and guiding them accordingly.
- Industrial visits and educational tools to provide them real world experiences and on-site knowledge.

Curriculum Development

- Curriculum is strictly followed as per Kurukshetra University guidelines including fieldwork, Industrial visit, educational excursion in both UG and PG programmes.
- Teachers contribute to curriculum development as members, Board of studies, KUK for various UG and PG programmes.
- Complementing the curriculum with assignments, sessional exams and group discussions for evaluation purposes.
- To enrich the curriculum 04 short terms Value added courses were started. The syllabi of courses were developed by the college faculty.
- The syllabi of 03 Add on courses running in the college were developed by the faculty and approved by KUK.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• Implemented SMS system for dissemination of information to all</li> </ul>

	<p>stakeholders. All the information regarding parents-teachers meet, students attendance, performance, etc. are sent to the parents through bulk messages. • Teachers are also informed regarding staff meeting and duties through whatsapp messages. • Information regarding scholarship is sent to students through SMS.</p>
Administration	<ul style="list-style-type: none"> <li>• Notices are displayed for students and other stakeholders on college website and updated from time to time.</li> <li>• Retirement related documents are submitted through e-pension portal.</li> <li>• Regular activities which are organized in the college are also uploaded on the website of the college.</li> <li>• Library is equipped with LMS.</li> <li>• Office of the college is fully automated through CIMS.</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Accounts section is efficiently managed through e-governance system.</li> <li>• Fully computerized office system has been implemented which is efficiently managing all the accounts.</li> <li>• The college account is completely being maintained through tally where all the income expenditure records are maintained.</li> <li>• Receiving of salary fund from govt. through govt. e-portal.</li> <li>• Receiving of pension of retired employees through govt. e-portal.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• Online process of admission of students in the college is adopted as per DGHE portal for admission.</li> <li>• Online payment facility through okie-dokie.</li> <li>• Students database is being efficiently managed through Data cloud storage by which all the record of the students is maintained.</li> <li>• Scholarships forms are filled and sent through e-portals of the govt. and university.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Online process for filling of examination form is implemented.</li> <li>• Online process for issue of examination roll number is used.</li> <li>• Date sheet is displayed on website through university link for the information to students and other stakeholders.</li> </ul>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
------	-----------------	---	--	-------------------

		support provided	fee is provided	
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Computer Workshop	Nil	16/11/2018	17/12/2018	51	Nil
2018	Workshop on NAAC	Workshop on NAAC	05/12/2018	05/12/2018	51	12
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Training Workshop of Nodal Teacher of Red- Ribbon Club	1	18/01/2019	18/01/2019	1
Orientation Programme	3	03/06/2019	22/06/2019	19
Orientation Programme	2	21/11/2018	18/12/2018	28
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	38	Nil	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Study leave for higher education and doctoral degree as per UGC norms.</li> <li>• Maternity leave as per government rules.</li> <li>• Provident fund scheme as per government rules.</li> <li>• Pension scheme as per government rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Pension scheme and provident fund scheme as per government rules.</li> <li>• Loans from provident fund as per government rules.</li> <li>• Uniform and woollen clothes in winter are provided to all the supporting staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Free-ship for sports students.</li> <li>• Scholarship on merit cum means basis as per the different schemes of government as well as institution itself.</li> <li>• Special scholarships for meritorious students.</li> </ul>



- Earned leave and casual leave as per government rules.
- Loans from provident fund as per government rules.
- Dental health check up facility.
- First Aid and emergency medical care facility.
- Cafeteria facility.
- Workshops, seminars and FDP's are organised for the staff to keep them updated and grow professionally.
- Duty leave to attend seminar/conferences/short term courses.
- Duty leave to attend refresher course, orientation course and training programmes.

- Interest free loan is given to non teaching employees.
- Waiver of loans in case of need.
- Dental health check up facility.
- First Aid and emergency medical care facility.
- Cafeteria facility.
- Financial help through the contribution of teaching and non teaching staff.
- Workshops are organised for skill development.

- Fee concession from Student Aid Fund for the needy.
- Tuition fee waiver for all the girls' students as per government rules.
- Facility of instalment payment system of admission fees for poor and needy students.
- Book bank facility.
- Cafeteria facility.
- Gym facility.
- Facility of free dental check up.
- First aid and emergency medical care.
- Free counselling through counselling cell for any type of problem faced by the students (personal/social).
- Different types of workshops are organised for developing skills of the students for example self defence, first aid, career making skills, entrepreneurial skills, communication skills etc.
- Wheel chair facility.
- Free value-aided course on moral values.
- Vending Machines for sanitary pads.
- Sanitary Napkins incinerator.

#### 6.4 – Financial Management and Resource Mobilization

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

The college is government aided privately managed institution. Its sources of finance include grants received from state government, UGC, affiliating university, funds from management, academies, and donations from philanthropists and fee from students. Computerized system of accounts is used which itself ensures thorough check. Then policies and procedures adopted by the institution also ensure correctness of accounts. (as discussed in 6.1.1). According to which firstly committee members and conveners and then college bursar checks and ensures compliance of rules and procedures framed. The internal and external financial audits are conducted regularly as follows:

**INTERNAL AUDIT :**

- Bursar of the college checks the accounts regularly. (during 2018-19 on regular basis til date)
- Chartered Accountant appointed by the college managing committee (throughout the year from time to time).

**EXTERNAL AUDIT:**

- For external audit, the auditors come from DGHE, Panchkula, Audit cell of Kurukshetra University, Kurukshetra and Accountant General, Haryana, Chandigarh as per their schedules from time to time.
- During 2018-19, Auditors from DGHE, Panchkula visited and did the audit work from 30.04.2019 to 01.05.2019.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

17032524
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Kurukshetra University, Kurukshetra	Yes	President Governing Body and Principal IQAC (for API only)
Administrative	No	Nil	Yes	President Governing Body, Principal and Head of Office

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

i. Parents teacher meeting was held on 12 January 2019. In this meeting a very fruitful interaction between the parents and teachers took place with an outcome of admirable suggestions for further improvements in teaching, learning process, like to start new short term courses. ii. Parent’s feedback was taken on various quality aspects of the college. They contributed some healthy inputs for improvements. A major suggestion to start M.Sc. in Maths was duly considered by the authorities for implementation. iii. Parents and teachers discussed in detail about their ward overall performance in academics, curricular and co-curricular activities. Healthy discussions resulted in knowing the weakness and strengths from each other which was definitely helpful for both in knowing how the students should be dealt with in future for their overall development.

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

- For spiritual development, all the members of support staff are invited to attend and contribute Inaugural Hawan Ceremony in the beginning of session every year.
- A workshop was organised to train all the supporting staff about the cleanliness practices, social behaviour and self discipline.

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

**ACADEMIC INITIATIVES:-** College started various job oriented Graduation and Post graduation courses like: Bachelor in Tourism Management, B.Sc. (Non-medical and Computer Science), M.A. English and M.Com. Seats in B.Com (Voc.) and B.Com (Gen.) were increased to meet the increasing demand for these courses. Preparing lesson plans for every subject in every semester. Add-on and Value added courses were started to promote professional, moral and life skills.

**INFRASTRUCTURAL INITIATIVES:-** Infrastructure augmentation by purchase of three generators. Construction of new building for computer Labs, science Labs, seminar room, lecture rooms and cafeteria. Enhancement of covered parking area. Installed Grid connected Solar system for Energy conservation. Water coolers with RO system for faculty and students. Use of LED bulbs/tubes and computer

screens for energy conservation. Sanitary napkins vending machines and incinerators. New extended computerised office to meet the pressure of increased strength of students. Installed Rainwater Harvesting System.

**RESEARCH:-** Research culture is being promoted continuously by organising state and national level seminars/conferences/workshops on conspicuously relevant topics. Motivating the teachers to participate in National/International seminars and conferences, present quality research papers and get those published in UGC Index journals. Strengthening Library through the provision of e-books and e-journals. Established new reference library with a collection of rare books and manuscripts related to Arya Samaj for promoting research in this specific area.

**ICT PROMOTION:-** Smart-interactive boards were installed in the classes. Internet was provided in labs and offices. Promoted use of ICT by making library and office fully computerised. Regular organisation of workshops on ICT for the faculty. Installation of CCTV cameras in the campus for security and surveillance. Bio-metric attendance system for all the staff members. Website of the college was started to improve MIS.

**COUNSELLING:-** Teacher-student tutorial system for regular counselling of the students on academic, social and personal issues. Psychology department extended its expertise in counselling to the students and community on an honorary basis.

**FEEDBACK:-** Mentor-Mentee system was initiated to enable the high achievers to reach excellence and slow learners to reach qualifying level. Regular feedback collection from various stakeholders and analyses system was adopted to use it for improvement in various quality aspects. Alumnae Association has been strengthened by organising Alumnae meet from time to time and taking their feedback and inputs to make further quality improvements.

**OTHERS:-** ISO certification for quality assurance was obtained. Community welfare, awareness and outreach programmes were promoted to fulfil social responsibility. Networking with other reputed universities/institutions for placements, reasearch, cultural, sports and other areas.

#### 6.5.5 – Internal Quality Assurance System Details

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

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

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

#### **7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Exhibition on "Fashion, Art and Entrepreneurship"	01/04/2019	01/04/2019	80	Nil

Awareness Program for Durgashakti App	03/08/2018	03/08/2018	200	Nil
Awareness Rally on "Beti Bachao Beti Padhao"	25/08/2018	25/08/2018	43	Nil
Poetical Recitation on Save Girl Child	20/09/2018	20/09/2018	58	Nil
One Day Self-defence training camp	26/09/2018	26/09/2018	120	Nil
Poetical Recitation on the topic "Women Empowerment"	11/10/2018	11/10/2018	9	Nil
Women Health Awareness Programme	16/02/2019	16/02/2019	130	Nil
National Seminar on the topic "Women Empowerment through Skill Development"	01/03/2019	01/03/2019	90	Nil
Health Awareness Campaign	13/02/2019	13/02/2019	300	Nil
Awareness rally against female foeticide and save the girl child	01/11/2018	01/11/2018	86	Nil
Poster making competition on the topic Beti Bachao - Beti Padhao	20/11/2018	20/11/2018	28	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
20.07 percent of power requirement of the College was met by the renewable energy sources during 2018-19.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Physical facilities	Yes	Nil

Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Any other similar facility	Yes	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Aadhar Patrika for students	12/07/2018	Aadhar Patrika for students is got published in the beginning of the session which includes a clear mention of code of conduct for students which is also made clear to them during induction course in the beginning of the session. In tutorial periods, teachers further make the students aware of the code from time to time so as to make sure that every student should follow it fully.
By Laws of Kurukshetra University, Kurukshetra (University Calendar) for College authorities and Employees	01/07/2018	All the employees follow the rules and regulations framed by Kurukshetra University, Kurukshetra in University Calendar Vol. I, II and III
University Calendar, Constitution on College Managing Committee and Haryana Affiliated Colleges (Security of Service) rules - 2006	01/07/2018	Being aided College, the management, college authorities and employees follow the service security rules of Haryana Government framed in 2006. The rights and duties are also mentioned in these rules and these are abide by all in a true spirit.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

**TREE PLANTATION:-** On 05.09.2018 on Teachers day, Environment society organized tree plantation programme in the campus to make the campus green. Many plants like Gudhal, Tulsi, Gulab etc were planted on the campus by teachers and students with a message that the way a gardener takes care of his plants to make them grow healthy, similarly a teacher takes care of his students to make them learn, grow and bloom in life. On 29.09.2018 NCC wing of the college organised a tree plantation programme under the campaign of Govt. Swachhta hi Sewa -2018. **CLEANLINESS CAMPAIGN:-** Students are encouraged to take care of the cleanliness of lawns and flower beds regularly. They are put on duty to clean the lawns and beds on fortnightly basis. They are encouraged to take care of the cleanliness in general throughout the year. However, on 12.08.2018 Swachhta Pakhwada was organized by NSS and Cleanliness Committee in the college to clean the whole campus. During this campaign students of the college cleaned the yajnashala, canteen, lawns and classrooms with a view to make Swachhta Pakhwada successful and start it from own campus first. **PLASTIC FREE CAMPUS:-** College is gearing up further to make the campus plastic free by reducing the use of flex banners and replacing them by digital and cloth banners. Similarly we started presenting plants to honour the guests instead of bouquets. There is also ban on use of plastic glasses/ plates in the canteen. **USE OF LED TO SAVE ENERGY:-** College uses LED bulbs, tubes and computer screens to save energy and make the campus eco-friendly. During 2018-19 conventional lights have been replaced by LED bulbs. **USE OF ORGANIC MANURES:-** To maintain the lawns and plants/trees in the college campus, the use of the organic manure is encouraged during the year. Gardeners used organic manures only. **PAPERLESS OFFICE:-** Office has been made fully computerised by providing adequate number of computers and all the records are maintained in soft copies.

## 7.2 – Best Practices

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

**1. CELEBRATION OF IMPORTANT DAYS IN THE COLLEGE:-** One of the notable best practices of our college is celebration of important days. Our vision and mission clearly describes our aim and leads us to chalk out a strategy for the fulfilment of the same. This practice of celebration of important days has been well conceived and drafted to achieve our goal of creating morally strong, socially concerned, intellectually well informed, culturally conscious and empowered women who can contribute significantly in the process of nation building. **GOALS:-** (i). Committed to girl's education of this area, our institution is providing appropriate teaching-learning environment to the girls students of rural as well as urban area. By educating women a big change can be brought in the society. (ii). To motivate the students to follow the holy path laid by great persons. (iii). To inculcate moral, social and patriotic values amongst the students. (iv). To introduce them with the great historical culture and heritage of India. **THE CONTEXT:-** Our college portrays the ideals and teachings of Swami Dayanand Saraswati. Swamiji always advocated that one should not follow the rigid traditions and rituals without applying any logic. He also emphasised upon the appropriate opportunities for the women's right. Because a woman has the responsibility of taking care of two families, therefore she can play an important role in character building and inculcating cultural, moral and social values. In that context it becomes more important to organise value

based activities. THE PRACTICE:- Our college organises and celebrates the important days, National festivals and birth and death anniversaries of great persons and social reformers. Arya Yuwati Parishad, NSS, NCC, Youth Welfare Committee, Women Cell, Red Cross, Legal Literacy Cell, Science Forum, Environment Society, is involved to celebrate such activities. FEW PRACTICES:- To mark the celebration of such important days college societies organise- Extension lectures, Inter College Debate and Declamations, Poetical Symposiums, Poster Making, Story and Essay Writing, Quiz Competition, Slogan Writing, Rangoli, Tree Plantation, Interaction with the experts and doctors, rallies etc. to make the students aware about great persons. COUNSELLING:- Our college invites subject experts, Resource persons, and counsellors to interact with the students. Time-to-time one day workshops and Vaidik Chintan programmes are organised for counselling the girls students. Doubts, problems and questions raised by the students are redressed with the help of teachers and other experts of the different areas. ACTIVITIES:- MORAL VALUES:- Moral values reflect an individual's character and help us to decide what is good and what is bad. A woman carries the responsibility of two families, therefore it becomes imperative to educate and inculcate moral values like honesty, hard work, respect for others, kindness and forgiveness etc. amongst young women through the celebration of important days related to eminent personalities to make them aware of their life sketches, their character, achievements and contribution in the upliftment of society. To achieve this goal we regularly celebrate Yogiraj Shree Krishan Janamashtmi, Maharishi Dayanand Jayanti, Swami Shradhanand Balidaan Diwas, Teacher day and Hawan is performed on Every Monday. PATRIOTIC VALUES:- To inculcate patriotism and nationalism amongst our students we celebrate: SADBHAWNA DIWAS:- Our students collect and send Rakhies to army personnel to express their gratitude and solidarity towards them. Our students do this every year very enthusiastically. They get so excited that they make beautiful rakhies themselves to send to our soldiers. Similarly, the Days like Independence Day, Republic Day, Contribution Day, National Unity Day, Shaheed Bhagat Singh's Birth and Death Anniversary, Gandhi Jayanti, Voters Day, National Literacy Day, National Service Scheme Days are celebrated to inculcate the feeling of love, devotion and pride for nation. CULTURAL VALUES:- Cultural values are commonly held standards of what is acceptable or unacceptable, important or unimportant, right or wrong, workable or unworkable etc. in a community or society. To keep our students well aware about these standards we celebrate the days like Lohri and Makar Sankranti and Talent Finding Day, International Matribhasha Diwas, Hindi Diwas and Sanskrit Diwas are celebrated to inculcate the pride for self-language and ancient language. HEALTH AWARENESS:- To keep our students aware of importance of health and fitness, the days like World health day, World Aids Day, Breast Feeding Day and Yoga Day are celebrated. OTHERS:- To make our students well aware citizens and to provide them knowledge of modern and latest developments, the days like National Science Day, World Environment Day, World Tourism Day, Green Campus Clean Campus Day are celebrated. Along with these International Women Day is celebrated to make them aware of their rights and to recognize the social, economic, cultural, political and other achievements of women. EVIDENCE OF SUCCESS:- Trees are planted by the students in the surrounding parks and colonies. Door-to-door canvassing and Nukkad Natak are performed regarding cleanliness. Free Coaching and health tips are given to the needy and poor people by our volunteers. Maximum attendance of the students during National festivals is observed in the campus. Students are self-disciplined during the programs and other celebrations. NCC Cadets are selected in the Republic Day parade. Many students of this institution have joined various social service groups and reputed NGO's. Through these groups students provide their services to the needy and poor. Through such activities they are serving the society and the nation. Overall behavioural values are seen in their personal, social professional field. PROBLEMS ENCOUNTERED:- To ensure maximum participation of

the students lots of efforts have to be made at entry level as most of the students come from schools and different prospective. Through regular encouragement and motivation to participate in such events we are able to achieve our goals.

**2. PROMOTING THE USE OF ICT:- THE CONTEXT-** Modern world is moving ahead constantly towards digitalisation with the innovation in information and communication technology. ICT plays an important role in every sphere of life. Educational institutions also need to step up in the same direction to keep pace with growth in ICT and its practices. The use of ICT is needed to complement the traditional techniques being used in educational institutions to bring efficiency and transparency in collection, analysis and dissemination of information by removing all the barriers of communication.

**OBJECTIVE:-** Recognising the effectiveness of ICT for educational institution, the college administration initiative timely steps in introducing and gradually promoting the use of technology in teaching as well as office administration. It was considered imperative for the institution in order to keep pace with the time and improve overall functioning of the institution.

**THE PRACTICES:-** To make the overall functioning of the college more efficient in terms of transparency, time, space and money, college always stride towards increase in use of ICT in different functional areas in a phased manner:

**i. TEACHING AND LEARNING:-**

- Smart Boards installed in the Classrooms
- Teaching through PPTs
- Use of internet
- Use of E-resources
- Increase in ICT facilitated Classrooms and Labs
- Organising computer workshops for teaching faculty

**ii. OFFICE:-**

- Installation of Computers in office for maintenance of all records
- Computerised system of accounting (Tally) in the office to keep records of finances
- Fully computerized office for all the online processes related to admissions, examinations forms, scholarships, issue of Roll No's etc.
- CIMS in Office

**iii. LIBRARY:-**

- Bar coding system adopted in Library
- LMS in the Library
- E-content (journal and books) in the Library
- Internet facility in the library
- LMS upgraded to ILMS in the Library

**iv. ADMINISTRATION:-**

- Bio-metric Attendance for all the employees.
- CCTV cameras for surveillance.
- SMS packages to send information to students and parents.
- Receiving grant for salary from the Government through e-portal.
- Retirement related documentation through e-pension portal.
- Increase in number of computer labs gradually as per requirements.
- Purchase of computers as per requirement.
- Creation of college website.
- Updation and redesigning of college website.
- Regular Digital Display of activities conducted during the week, in the Assembly hall.
- Organising computer workshops for non-teaching staff.
- Workshops for supporting staff through PPT's.

**EVIDENCE OF SUCCESS:-**

- Teaching learning process becomes more interesting and effective.
- Enriched course content is given to students through the use of internet and e-resources.
- Easy and fast dissemination of important information among students.
- Organisation of various activities like State/National level seminar, workshops etc. became easy and effective.
- Fast and transparent process of admission/examination forms/scholarships etc.
- Better and fast E-governance in administrative functioning of college.
- Speedy resolution to all the matters related to pension of retirees.
- No delays in receiving the grants from Government and depositing the salary in employees A/cs.

**PROBLEMS ENCOUNTERED:-**

- Non availability of smart phone or computer with the students of rural or poor background.
- Problem of internet connectivity.
- Lack of monetary resources.
- Senior employees not able to catch up fast with ICT practices.

**RESOURCES REQUIRED:-**

- More funds for purchase of better ICT equipments, computers etc.
- Employees willing to adopt enthusiastically.
- More skilled manpower.

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

<https://dmmkkr.ac.in/wp-content/uploads/2020/10/7.2.pdf>

### 7.3 – Institutional Distinctiveness



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

**WOMEN EMPOWERMENT THROUGH VEDIC AND MODERN EDUCATION:-** Our college was established in 1982 with the vision of empowering women student coming from diversified social background. Institution follows the principles and teachings of Maharishi Dayanand Saraswati, the founder of Arya samaj, who enlightened India by imparting the concept of holistic education which was further given practical shape with approach of science based modern education with a blend of vedic values and a great emphasis on women empowerment. Following the philosophy of Swamiji, our college ensures to impart quality education to students by enhancing their intellectual abilities, nurturing their talents and shaping their characters into better citizens with confidence, skills and values. So, our mission is to attain excellence through value based education along with modern and advanced ways of learning.

**MORAL EDUCATION:-** In modern times, when materialism and commercial approach to life is spreading its wings fast, the need to apprise the students to the wide range of morality has become very essential. Our college empowers the students with moral values through a regular practice of performing yajna for the enlightenment of mind and soul along with improvement in the environment for all. Students are trained to perform Yajna by organising workshops for this purpose. Workshop on Vedic Sanskriti, Vedic Chintan and moral values are organised. Debates, declamations, quiz, poetical symposiums, extension lectures and special test Arya Gyan Pariksha on the topics related to moral values are conducted regularly. Sanskrit Sambhashan shivirs are organised to promote our Vedic language. A value added course on importance of Human Values in life has been introduced. All these strides lead to make our students strong, patient, confident and empowered human beings.

**ICT BASED MODERN EDUCATION:-** Innovative ICT based teaching learning practices are very essential to empower our students and sharpen their techno-vision to meet the requirements of present scenario in the areas of career as well as normal life. For this purpose the college runs various technology/computer based programmes like B.Sc. (Computer Science), B.Com (Voc.) in computer applications, B.A. (Voc.) in Functional English and Bachelor in Tourism along with other traditional courses. Moreover Computer education (Fundamental of Computer awareness) is compulsory for all the 1st year students. Teaching through PPTs, Smart Classrooms, ICT based well equipped computer laboratories, Language Lab, ICT equipped Seminar Halls and availability of lot of e-content (journals and books) in the library are a few significant strides taken in this direction.

**CURRICULAR AND CO-CURRICULAR ACTIVITIES:-** Various clubs and societies organise multiple activities to create direction of collective enterprise in all round development of students like Awareness programmes, debates, declamation, quiz, workshops, seminars, sports and cultural competitions, placement drives, community service and activities addressing women related issues etc. All these activities promote team work, dialectic thinking and growth oriented motivation in the students. The college creates a healthy and conducive environment of learning with innovative ICT based teaching practices, to poster a rational and scientific outlook well assimilated with our Indian cultural values among the girls students.

Provide the weblink of the institution

<https://dmmkkr.ac.in/wp-content/uploads/2020/10/7.3.pdf>

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

1. To start new short term/value added courses for the students. 2. To establish Digital Resource Centre in the library for online access for students and faculty members. 3. To start M.Sc. (Maths). 4. To install Distillation plant in science lab. 5. To install more CCTVs for better governance. 6. To get the Alumnae Association registered. 7. To redesign the college website. 8. To sign MOU with

institutions of repute. 9. To purchase ICT equipments to strengthen the infrastructure and e-governance. 10. To make the building more safe for the students by mounting grills in corridors wherever required. 11. To conduct seminar/conferences/FDPs etc. 12. To create awareness about air purifying indoor and outdoor plants. 13. To encourage plastic free practices.