



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MUNNA LAL AND JAI NARAYAN KHEMKA GIRLS COLLEGE
• Name of the Head of the institution	Maj Prof Pankaj Chhabra
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01322658187
• Mobile no	6398163117
• Registered e-mail	mljnkgirlscollege@gmail.com
• Alternate e-mail	iqacmljnk@gmail.com
• Address	Chilkana Road, Saharanpur
• City/Town	SAHARANPUR
• State/UT	Uttar Pradesh
• Pin Code	247001
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	CCS University, Meerut				
• Name of the IQAC Coordinator	Maj Dr Pankaj Chhabra				
• Phone No.	01322658187				
• Alternate phone No.	6398163117				
• Mobile	9412556557				
• IQAC e-mail address	mljnkgirlscollege@gmail.com				
• Alternate Email address	nisha.mljnk@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.45	2016	01/12/2016	01/12/2021
<b>6. Date of Establishment of IQAC</b>			15/07/2005		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
-	-	-	-	-	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1- 3 Skill development certificate courses were conducted 2- Questionnaire for Feedback forms to be taken from students, parents, regarding infrastructure forms were prepared and analyzed 3- Webinar on the implementation of new education policy 4- Employment cell 5- Marketing of dry leaves mulch packets under biodegradable waste management and recycle of dry waste</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
3 Skill development courses of short duration	College has managed to start the course	
questionnaire for feed back form planned	prepared and analysed successfully	
Marketing of dry leaves mulch planned	Marketed successfully	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
Managing Committee	01/03/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	13/02/2020

NAAC

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>13</b>
File Description Data Template	Documents <a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>2119</b>
File Description Institutional Data in Prescribed Format	Documents <a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1856</b>
File Description Data Template	Documents <a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>596</b>
File Description Data Template	Documents <a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>19</b>
File Description Data Template	Documents <a href="#">View File</a>
3.2 Number of sanctioned posts during the year	<b>01</b>
File Description Data Template	Documents <a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>48</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>4,76,055</b>
4.3 Total number of computers on campus for academic purposes	<b>24</b>

## Part B

### CURRICULAR ASPECTS

## 1.1 - Curricular Planning and Implementation

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

Before the commencement of academic session, the college notifies an academic calendar and plans the activities with the respective months. Academic calendar involves start of academic session, internal exams, departmental activities seminar/workshops, extracurricular activities, annual function, prize distribution, annual sports and university exams's tentative dates. Planning of academic calendar helps our faculty members to execute their respective course curriculum, co curricular and extracurricular delivery process. Due to corona, lock down period was there in 2020, session was started in September month. Despite of all odds of covid-19, the academic activities, co curricular and extracurricular activities were tried to be accomplished within the academic session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Institution tries to adhere with academic calendar, but due to corona period, session was started from September month after lock down period was over. So little deviation occurred in applying academic calendar. Academic progress of students is monitored through continuous internal evaluation in the Institution. In PG classes' conduct of students' seminars, project work, oral tests and semester exams according to the guidelines of the university help to improve the academic performance of the students. Internal marks are awarded and sent to the university to add in marksheets of students. Record of internal assessment is preserved in the college. In UG, department wise continuous assessment which includes class tests, listening in between from the course taught is performed. Question papers of previous years are kept preserved in the library for consultation of the students for internal and external exams. Semester exam, viva voce and project work is kept of the students for constant evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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

**A. All of the above**

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

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

## 1.2 - Academic Flexibility

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

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

**NIL**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<b>No File Uploaded</b>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

93

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

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Institution expects human values like sympathy, responsibility, respect, empathy, dignity, fairness from the students and so these values are inculcated among the students at the time of their gathering in weekly regular assembly. We run NCC, NSS and ranjers activities to impart human values. We ensure that students are reciprocating towards human values. For environmental sustainability, an "Environmental studies" course is incorporated in UG at university level, subject code of which is A-008. This course is a qualifying course. Marks are added of this subject in university mark sheets of students. We also have associated our students in experiential learning of environmental sustainability. We correlated our students with the tasks of biodegradable and non biodegradable waste management with most constructive approach. Students participated in environmental awareness campaign regularly. Professional ethics among teachers and other staff are also imparted in formal way through notification and informal way during assembly and other programs. Gender equality messages are also imparted



among the students during assembly. Sociology and Home Science subjects are having chapters in the syllabus. Mission shakti programmes are also talked about on gender equality. For sensitizing on gender issues, we conducted essay competition also. Gandhi Jayanthi theme was also on gender equality.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

23

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">NIL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

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

**C. Feedback collected and analyzed**

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

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**818**

**2.1.1.1 - Number of students admitted during the year**

**818**

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

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of**

supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1656

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

NIL

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2119	21

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

## 2.3 - Teaching- Learning Process

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

Students are given opportunities of learning through participation in various academic, cocurricular and extracurricular activities. Students learned through participation in student seminars conducted by Sanskrit Deptt during the year. They participated in poster competition on mother tongue 23.2.21, Hindi General awareness on 24.2.21, Hindi speech competition on 25.2.21 organized by Hindi deptt. Commerce Deptt organized a competition on 11.11.2020 on the topic "Corona kal mein bachat ke upaye." Drawing & Painting Deptt

organized poster competition on the topic "Nasha Nash ki Jar hai" on 10th Feb 21, paintings exhibition and lecture on 23rd March, 21 Students participated in creative writing competition conducted by English deptt 17 Aug 2020.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers took online classes by using ICT tools in corona period. Zoom platform and Google platform were used by teachers. They attended webinars in corona period on 6.7.2020, 7.7.2020, 17-23.7.2020, 13.7.2020, 31.7.2020, 24-25.6.21, 26.6.21, 17-18.8.21, 27.8.2020, 13.9.2020, 3.9.20, 1-7.9.2020, 7.9.2020, 27.12.20. Five Webinars were organised by college teachers. Creative writing online workshop was on August 17 and 18, 2020. National webinar on New Education policy 2020: various aspects on 13.9.2020, online quiz "Indradhanushi Hindi" on 14.9.2020 and other programs were organized through ICT mode. Open online lectures were organized. Teacher prepared e contents and uploaded on college website as well as UP higher education digital library. Drawing & Painting Deptt organized a virtual International workshop cum Demonstration on 21st June to 3rd July 21, virtual international Exhibition from 23rd to 30th Aug, 2020. Home Science Deptt organized a webinar on the topic Nutrition During Covid -19 on 31st May.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

37

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

For PG classes, institution follows the semester system. In semester system, internal assessment system is followed as per university rules. Institute conducts internal exams twice a year. Each paper is of 100 marks. 50 marks are reserved for internal assessment and rest of the 50 are for external exam. Internal assessment includes assignments, projects, presentation and quiz etc. Marks are uploaded on university portal. The institution has framed its own internal examination committee. The institution has appointed in charge of the internal examination for smooth conduct of the exam. It observed complete transparency in the internal assessment during the year. Internal exam was conducted once a year due to corona. Exam schedules were prepared as per the university guidelines and communicated to the students well in advance. Marks awarded were transparent, doubts of students were mitigated well in time. Students who failed in the internal exams or absent were given the opportunity to reappear for the same, so that they might not waste their precious year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

Grievances due to internal assessment are solved with faculty members and HOD. If students are facing any problem, they are solved by the in charge of internal exam. Students can communicate with the concerned teacher and principal for the redressal of examination related grievances. The answer scripts are shown and performance of

students is also discussed. They are given opportunity to resolve the doubts. The institute has transparent, time bound and efficient mechanism to deal with internal examination related grievances. No doubts were found regarding grievances related to internal examination due to fairness and transparency in the internal assessment during the session. Though the institution tries to resolve the grievances at departmental and college level, the doubts and problems related to results and absentee etc are also handled by the exam section of university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

All courses including self finance offered by the Institution are displayed in the prospectus and well communicated to the students and teachers by notifications. These were displayed on the website last year & communicated to teachers in a scheduled meeting during the year. Prospectus was not published due to corona. Seats under each course authorized by the university are also given to admission committee especially newly enrolling students. All newly added courses come under self finance courses. Course outcome is stated with the syllabus to facilitate the students about taking such course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.mlnjnkgirlscollege.com">https://www.mlnjnkgirlscollege.com</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Institution is having Arts and commerce subjects. It is offering 12 Arts subjects in UG Program, commerce in UG program & 8 subjects in

PG programme. In 7 subjects we have PhD program. UG course are Home Science, Drawing and painting, Music, English, Hindi, Sanskrit, Political Science, Sociology, Economics, library science, Physical education and Education. PG courses are Home Science, Drawing and painting, English, Hindi, Sanskrit, Political Science, Sociology & Economics. We try to distribute the seats according to the strength in the subjects authorized by the university. Institution satisfies the students in choosing their willful subject. Pass percentage and interest in the given subject is also evaluated. Prizes are given to the meritorious students at the time of annual function by prize distribution committee. How much students have learned and achieved according to the given outcome is observed in informal way.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

596

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.mljnkgirlscollege.com>

### RESEARCH, INNOVATIONS AND EXTENSION



**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

10

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created knowledge of growing vegetables directly on kitchen waste. This was invented by Maj Dr Pankaj chhabra Associate Professor, Deptt of Home Science. Research papers are also published on this knowledge. The knowledge created is disseminated among the communities on you tube channel, pamphlets and Stickers. One Lecture was also delivered on this knowledge as invited to the teacher by Sewa education on 21st Mar 21 during the year. Marketing of dry leaves mulch was also a newly invented approach in our college during the year. 50 packets of dry leaves mulch were marketed. This mulch is to be used at domestic level to spread on kitchen waste by the community. Mulch soaks the moisture of the kitchen waste to facilitate its composting. Both innovative works come under swachh Bharat abhiyan. These practices we run under this head.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://drpankajchhabra.org">drpankajchhabra.org</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

02

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

03

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Corona rally and Masks distribution work was done on 18.3.2021 by students of the college. Swachhta rally was organised on 26.1.2021. Speech, poster, essay, sports competitions under NAPDDR on 12.3.21 by Smt Anupam Gupta was organised. Poster competition on corona kaal mein bachat ke upaye by Dr Kamalpreet on 11.11.20 was organised. Lecture was delivered on covid-19 Pandemic on 19/10/20 by Dr Anupam Bansal. Mission Shakti lectures were delivered by representative of DM on 2/12/20,16/12/20. Maj Dr Pankaj Chhabra delivered lecture on the importance of dry leaves mulch. On 27/1/21 City Mayor Sanjay Walia and Sh Gyanendra Singh were called upon as chief guest to deliver the lecture on Swachh Bharat Abhiyan. Dr Anupam Gupta on 13.1.21 told the students about National Youth Day to mark Swami Vivekananda Birthday on 12th January 21. On 14/1/21 Chauri Chora samaroh was celebrated by Dr Sunita Tiwari. On 10/2/21 Smt Sunita, judge Saharanpur was the speaker of Legal Literacy. She gave lecture on Protection of children from Sexual abuse under Sexual Offence Act- 2012, Students took online pledge on " Local for vocal on the website <http://pledge.mygov.in/vocal> .

File Description	Documents
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload any additional information	<a href="#">View File</a>

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

14

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1150

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Sufficient infrastructure for classrooms, laboratories, library, computer lab and administration block are there in the college. Home science lab is well equipped with 3 class rooms, one cooking lab, one textile lab, one clothing construction lab, one Store room, one

staff room and one lab assistant. Drawing and painting department is well equipped with drawing and painting facilities. This includes 3 classrooms, Aasel for PG classes, dunky chair, model stand, 2 display board and facility for hanging of paintings, books in self finance PG and 9 almirahs for keeping models. Music Deptt is equipped with separate sitar room, tabla room and vocal room. Institution has 8-10 sitar, 10-12 pairs of tabla, manual tanpura, Electronic tablas. Computer lab has 8 computers. There are 39 rooms and 10 halls facility in the college to cater the classes and taking examination of UG and PG. 10 out of 12 deptt are having computer facilities. Education subject is in self-financing mode in UG program which has its own infrastructure including books. Separate staff rooms are with each deptt. We have well equipped library to teach Library science subject. institution has canteen facilities and hostel facilities also.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>

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

Institution has adequate facilities for cultural activities, sports & games etc. Facilities for cultural activities includes auditorium for cultural practice and program, green room facility, cultural costumes, curtains, jewellery, musical instruments, cultural items facilities, almirah, dressing table, mike, dias and sound system etc. Sports facilities includes play field for volleyball, Kabaddi, Kho kho, long jump, throws etc. Indoor games facilities includes tables tannis, judo mats, 12 station fitness equipments, Chess, mats for practicing yoga. Gym room is also there in the college. Per day one hour it is used by the students

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

05

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4,66,055

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software-soul
- Nature of automation(fully or partially)-Partially
- Version-2.0
- Year of automation-2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>



**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**22,884**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

**110**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

Institution frequently updates its IT facilities including wi fi. If any requirement is there regarding computer and related infrastructure it frequently provide. Institution frequently updates and maintain camera, hardware and software related things. All computers and projector are in working condition. Sufficient data storage is there. It tries to updates versions of software. It tries to manage physical environment like power supply near IT infrastructure. Computer persons work with IT infrastructure efficiently. Institution has two computer technicians during the year. They are admin of website. They can upgrade software, handle backups and recovery of data and applications, monitoring and analysing logs and other performance monitoring tools and following established support workflows and processes.They can procure and delpoy applications from third parties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

24

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****74,414 INR**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

For repair related work an established Performa type application has to be filled up by the concerned deptt / individual staff who puts the requirement in case of any damage to their article/equipment, needing repair. So, the process starts from requirement. After that physical verification is done by the building/maintenance incharge and Principal to proceed the application. Order/ estimate are taken from vendor followed by mechanic called upon and repair starts to the satisfaction of the concerned that put up the application. Bill preferably GST is allowed to the vendor. Payment is made through cheque. Ledger entry is also there of maintenance. In case of demand of any item, same procedure is followed. Item after arrival is entered into the stock register locally in the Deptt and universally with Administration block.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

**STUDENT SUPPORT AND PROGRESSION**

## 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

396

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

71

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

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

03

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Students do the task of administration in various extracurricular and co curricular activities. In NCC organization, they hold the post of senior cadet and get the rank of under officer and senior

under officer. There are other lower ranks also for NCC cadets. In 2 platoons of the Institution one under officer and other sgt and CPL ranks are given to the cadets who had their hold on all cadre of the year. They also hold all cadets under discipline during the camps. In Ranjers and NSS related activities, group leaders hold all the group. Proctorial board has its own set of administrative students. There are eight students who are called as prefect. They perform the duties of maintaining discipline in the college. They also help to maintain discipline in various programs like cultural, annual function and other program in the auditorium.

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

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement



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

Institution has registered Alumni Association. Registration no is 487. Presently there are 103 members of alumni. Life membership is held with with 43 members. Smt Archana Sharma of Alumni Association delivered a lecture on 10/2/21 on awareness about various schemes such as Pradhanmantri Awas Yojna, Sukanya Samridhi Yojna, ODOP Yojna, Kaushal Prashikshan and Sumangla Yojna. Alumni membership fees is very less that does't make contribution financially. In alumni association, executives, president and secretary are the teachers of the college who work hard and make plans for social uplitment of the society at alumni level.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

As vision & mission of the institution is to evolve as a centre of excellence in education, research, social responsibilities, Nation building & patriotic feeling. We try to take our steps towards this end. Institution emphasizes on teaching learning process of students. Teachers of the Institution solve problems of students related to studies. They work hard and simplify the educational matter till the students undestand. Sending Notification of studies, holidays etc through SMS is in the regular practice. Institution tries to make its students socially responsible by involving them into cocurricular activities and extracurricular activities. Motivation for employment is also the vision and mission of the college. Students and alumni of the Institution apply and appear for

competitive examination every year. This takes our students towards culmination of their talent and potential.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The College operates on the philosophy of co responsibility. We have various committees in our college. These committees include admission committee, examination committee, sports, literacy, cultural, environmental awareness, sanitation, NCC, ranjer, NSS, proctorial board and IQAC. Convenors of the committees give leadership, plan and execute the work. Formation of committees make our college decentralized and participatory management type. This facilitates the Institutional practices to run smoothly and fulfill the objectives of satisfying the students. Collaborative work culture is also there. It is seen during the annual function. Opportunities for the staff to showcase their artistic, social and management skills is also there in the Institution. Human resource is treated with utmost importance in the institution. Every human resource is exploited in such a way to grow the college in systematic manner.

File Description	Documents
Paste link for additional information	<a href="https://www.mlnjkgirlscollege.com">https://www.mlnjkgirlscollege.com</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategy includes admission of students, curriculum development, teaching and learning, research and development, Library, ICT and Physical infrastructure/instrumentation and examination and evaluation. Regarding admission of students, curriculum development, examination and evaluation. Institutional

plan is always mentioned in the prospectus from registration process upto the examination for the current academic session. But due to corona active of the year, plan could not be possible in written form. Students are admitted as per the university guidelines. Firstly, BA I year students get themselves register on CCS university portal to apply for admission. University creates merit list and allot vacancies of students under UG and PG program. College has to give admission to the students as per their merit. The institution believes in continuous internal assessment and feedback from the students. It motivates the students for better performance in exam. Students use library also, get the books issue of their curriculum. They are also motivated to purchase the books of updated syllabi. The library has a nicely spread reading area. PhD scholars also avail the facility of library. Most of the departments are provided with computers to access online learning resources. Besides curriculum, extracurricular activities in NCC, Ranjers, NSS, environmental conservation & protoreal board are also planned and deployed as well.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload any additional information	No File Uploaded

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

All Institutional bodies are effective and efficient . Management information system is there and working well. All Information regarding college program on website is displayed well. All supporting student administration are online including the submission of scholarship applications. Submission of examination forms is online and results are also declared online. Admissions of the fresh students are well documented and maintained in computer. Most of the accounts are digitally maintained. All fees of college, university exams and other courses are remitted online. Staff salary, notification and generation of salary slips is done online. Finance accounting, MIS transaction with bank is conducted online. GST bill is compulsory in payments. SMS facility is there to inform any message. Yearly subscription is paid in time. Students can access e learning resources, e books and e journals or otherwise can manually avail the facility of magazine and books etc. Digital

infrastructure has made the effective, efficient and transparent system.e administration includes circulation of digital notices. What's up group has facilitated all staff for emergency notification. Communication can be possible through email also.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Duty leaves for attending the seminars, workshop and conferences are given to the teachers by the Institution. They can take loan on their GPF. There is a little fund for welfare of teaching and nonteaching staff. This is being given to the staff if there is strong need comes with anyone.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

07

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Performance of teachers is filed up. Activities performed by them like taking of classes, evaluation, question papers, Co curricular and professional development activities, Research publication and academic contribution activities etc arer filed up separately of individual teacher. Through students feedback institution takes notice of the performance of the teachers. No performance of non teaching staff has been taken during 20-21.Non teaching is efficiently doing their staff so it was not needed.

File Description	Documents
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal and external financial audits regularly. Internal audit is arranged by Management. there is committee of management which organises the internal audit process. Suggestions regarding financial management mentioned in audit report are implemented. If there is objection in audit report, action are taken positively and strongly. Internal audit was done of 2020 on 3/2021. An efficient CA did the audit during 20-21. External audit is also conducted after every 5 years and so.

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

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

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

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of fund is basically from fees of students. We have four self finance courses. Institution has to maintain the Infrastructure with fees from students. There are separate heads of each account. Resource utilization starts from requirement of the items from concerned department. Requirement is then worked out by physical verification. Payment is made through cheque.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Iqac has proved a yardstick, a torch bearer for the proper growth of the college. It improved all functionaries which were previously in the haphazard manner in the institution. This is helping in gradual improvement of the college. Human resource is also gradually improved. Lots of the things are now systematized. Questionnaire for analysis of student satisfaction survey is framed, Lots of other improvements are done and planned also. There are some of the Initiatives taken which marked positive changes in academic Administration of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institution reviews its teaching learning process. It is now moving towards experiential learning system. Due to corona some hurdles were there in 20-21 but on whats' up groups, and on online mode, teachers took online classes. This was the pleasurable experience of learning for the students. This was recorded as well at college level. At periodic interval we review attendance of the students. Institution grows interest in their subjects and topics which they find difficult.



File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gandhi Jayanti eve was celebrated on the theme, Beti bachao and beti padhao. Theme was given in the state Govt letter to mark the Gandhi Jayanti. Gender equity discussions were conducted under the leadership of Maj Dr Pankaj Chhabra. Dr Jaya and Dr Sunita Tiwari, Dr Amita Aggarwal, Dr Seema Rani participated in the discussions on gender equality. On 10.10.2020, an essay competition entitled "Parivarik aaye mein sahyog deti betiya" to spread awareness of gender equity was organized under the direction of Maj Dr Pankaj Chhabra as ordered by NCC organization to do something in the name of Beti Bachao, Beti padhao. In weekly assembly gender equality were talked about. In Mission shakti programs in the college, gender

equality were talked about during the year.

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

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Solid waste management is organised in the institution. Method adopted is at source segregating dry waste from wet waste. The task is being done from last so many years. Proper At source segregation facilities are there in the college. College has separate waste paper bin, bin for dry waste, cemented bin for dry leaves mulch, soil based landfill for kitchen waste composting and open biopit for crop residues. Every activity of the college has to be of zero waste. For awareness, we distribute pamphlets and organize lectures in between. We encourage for "at source segregation" of waste. Dry waste is lifted weekly by a sanitation worker provided by a vendor hired through Force waste collection Company . This waste doesn't pray flies and easily be lifted and further be used in recycle. For lifting It takes charges of Rs 300 per month. For kitchen waste composting Bio decomposer technique is also promoted. In this technique one can grow vegetables from kitchen waste. Biodecomposer is a mixture of three parts animal dung manure and one part of dry

leaves mulch. Liquid waste is also managed in our college. Waste waters of overflowing tanks are opened through drainage system into the plants for irrigation. For liquid waste water from cooking and other washing points, proper canal system is there in the college to carry the water to plants.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

We have NCC in our college since 1974. 105 students receive training in every academic session. In NCC training, Associate NCC officer involves in various activities related to institutional training. She trains the students who opt for NCC training and get them enrol in NCC. NCC cadets have to attend various NCC camps, social and adventure activities. They come in touch with Army staff deputed in NCC training. The way students get training makes them tolerant and harmonious towards cultural, regional, linguistic and other diversities. In Ranjer, NSS camps and Proctoreal board activities, students of the college come across with other students belonging to cultural diversity, behave with them and learn to become tolerant.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students are sensitized in various activities in NCC, NSS and ranjers, proctoreal board regarding rights and responsibilities of citizens. They are taught and awaken about values and ethics to be adopted in life. Various activities like Sarak suraksha, Our constitution day celebration for 7 days, environmental consciousness by on ground activities of recycling and ban on plastic, plastic waste awareness, kitchen waste composting, preparation of leaves

mulch etc, discipline related rules of the college make them abide to constitutional obligations. Students awake their insight regarding values, rights, duties and responsibilities. They are given the opportunities to know the duties and rights of every indian citizens.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sardar Vallabh bhai Patel Jayanti was celebrated on 31st Oct

21. Gandhi Jayanti with Lal Bahadur Shastri Jayanti was celebrated. Basant festival was celebrated on 15th of Feb 2021 with full of colourful function. Students dance performances were organised by music deptt. Atal bihari Jayanti was celebrated in the form of debate. Raja suheldev Jayanti was celebrated on 16.2.2021 by Govt order in the form of lectures. NCC staff and college staff attended this function. Lohri function was celebrated. Swami vivekananda jayanti samaroh was organised in the form of lectures. Lectures on Chauri Chaura was organised due to govt order. Lectures on national movement and freedom struggle was organised on 15th Aug and 26th Jan during the year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

*Practice no 1--Zero waste policy* ----Students are involved in environmental conservation activities. They are called upon during the assembly to work for the environment. They fill packages of leaves mulch for further marketing process. By doing this practice, leaves are cleared from the college in a better and productive way. 50 Packages were prepared during the year. college has build up a huge soil type biopit to throw all garden waste for letting it come in natural decomposition process. In College premises vegetables are grown on kitchen waste. In most of the functions of college, use of reusable cutlery is managed and recorded as well. college don't believe to waste the paper. At the back of the paper we have to write if found blank and photostat also. college has huge waste paper bin. Waste paper goes to Gatta Factory. We keep telling our students to involve themselves in zero waste policy at their home.

Inculcate of Human values and discipline-- We impart human values among the students by indulging them in various activities. When they engage in various activities, we believe their energies are channelised in positive direction. This is time they learn values.

Once they behave good, for whole of the life, they will create better environment wherever they go.

File Description	Documents
Best practices in the Institutional website	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

With the vision of great visionary, Padamshri Seth Badri Prasad Bajoria, college was founded in July 1966 in the memory of Seth Munna Lal ji, a well known philanthropist. Further Shri Jai Narayan Khemka contributed generously for the expansion of the college building. Establishment of Munna Lal & Jai Narayan Khemka Girls College is a boon to the higher education of woman in district Saharanpur. College is nurturing its students with great values by giving exposure of its established practices. College' approach is to make the students sensitive in every field of life. Discipline, character building, leadership, spirit of secular outlook, organised, motivated and educated students are the priorities and thrust of the college. College has registered JRF and PhD scholars under the guidance of eminent Assistant/associate Professors which contributes creativity and innovation in the field of education. This is the way college is contributing to the societies to go ahead towards development of its students.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Before the commencement of academic session, the college notifies an academic calendar and plans the activities with the respective months. Academic calendar involves start of academic session, internal exams, departmental activities seminar/workshops, extracurricular activities, annual function, prize distribution, annual sports and university exams's tentative dates. Planning of academic calendar helps our faculty members to execute their respective course curriculum, co curricular and extracurricular delivery process. Due to corona, lock down period was there in 2020, session was started in September month. Despite of all odds of covid-19, the academic activities, co curricular and extracurricular activities were tried to be accomplished within the academic session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Institution tries to adhere with academic calendar, but due to corona period, session was started from September month after lock down period was over. So little deviation occurred in applying academic calendar. Academic progress of students is monitored through continuous internal evaluation in the Institution. In PG classes' conduct of students' seminars, project work, oral tests and semester exams according to the guidelines of the university help to improve the academic performance of the students. Internal marks are awarded and sent to the university to add in marksheets of students. Record of internal assessment is preserved in the college. In UG, department wise continuous assessment which includes class tests, listening in between from the course taught is performed. Question papers of previous years are kept preserved in the library for consultation of the

students for internal and external exams. Semester exam, viva voce and project work is kept of the students for constant evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

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

## 1.2 - Academic Flexibility

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

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

**NIL**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<b>No File Uploaded</b>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

93

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

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Institution expects human values like sympathy, responsibility, respect, empathy, dignity, fairness from the students and so these values are inculcated among the students at the time of their gathering in weekly regular assembly. We run NCC, NSS and ranjers activities to impart human values. We ensure that students are reciprocating towards human values. For environmental sustainability, an "Environmental studies" course is incorporated in UG at university level, subject code of which is A-008. This course is a qualifying course. Marks are added of this subject in university mark sheets of students. We also have associated our students in experiential learning of environmental sustainability. We correlated our students with the tasks of biodegradable and non biodegradable waste management with most constructive approach. Students participated in environmental

awareness campaign regularly. Professional ethics among teachers and other staff are also imparted in formal way through notification and informal way during assembly and other programs. Gender equality messages are also imparted among the students during assembly. Sociology and Home Science subjects are having chapters in the syllabus. Mission shakti programmes are also talked about on gender equality. For sensitizing on gender issues, we conducted essay competition also. Gandhi Jayanthi theme was also on gender equality.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

23

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">NIL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

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

**C. Feedback collected and analyzed**

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

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**818**

**2.1.1.1 - Number of students admitted during the year**

**818**

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

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**1656**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

**NIL**

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<b>No File Uploaded</b>

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

Number of Students	Number of Teachers
<b>2119</b>	<b>21</b>

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

### 2.3 - Teaching- Learning Process

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

Students are given opportunities of learning through participation in various academic, cocurricular and extracurricular activities. Students learned through participation in student seminars conducted by Sanskrit Deptt during the year. They participated in poster competition on mother tongue 23.2.21, Hindi General awareness on 24.2.21, Hindi speech competition on 25.2.21 organized by Hindi deptt. Commerce Deptt organized a competition on 11.11.2020 on the topic "Corona kal mein bachat ke upaye." Drawing & Painting Deptt organized poster competition on the topic "Nasha Nash ki Jar hai" on 10th Feb 21, paintings exhibition and lecture on 23rd March, 21 Students participated in creative writing competition conducted by English deptt 17 Aug 2020.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers took online classes by using ICT tools in corona period. Zoom platform and Google platform were used by teachers. They attended webinars in corona period on 6.7.2020, 7.7.2020, 17-23.7.2020, 13.7.2020, 31.7.2020, 24-25.6.21, 26.6.21, 17-18.8.21, 27.8.2020, 13.9.2020, 3.9.20, 1-7.9.2020, 7.9.2020, 27.12.20. Five Webinars were organised by college teachers. Creative writing online workshop was on August 17 and 18, 2020. National webinar on New Education policy 2020: various aspects on 13.9.2020, online quiz "Indradhanushi Hindi" on 14.9.2020 and other programs were organized through ICT mode. Open online lectures were organized. Teacher prepared e contents and uploaded on college website as well as UP higher education digital library. Drawing & Painting Deptt organized a virtual International workshop cum Demonstration on 21st June to 3rd July 21, virtual international Exhibition from 23rd to 30th Aug, 2020. Home Science Deptt organized a webinar on the topic Nutrition During Covid -19 on 31st May.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year



10	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
37	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>For PG classes, institution follows the semester system. In semester system, internal assessment system is followed as per university rules. Institute conducts internal exams twice a year. Each paper is of 100 marks. 50 marks are reserved for internal assessment and rest of the 50 are for external exam. Internal assessment includes assignments, projects, presentation and quiz etc. Marks are uploaded on university portal. The institution has framed its own internal examination committee. The institution has appointed in charge of the internal examination for smooth conduct of the exam. It observed complete transparency in the internal assessment during the year. Internal exam was conducted once a year due to corona. Exam schedules were prepared as per the university guidelines and communicated to the students well in advance. Marks awarded were transparent, doubts of students were mitigated well in time. Students who failed in the internal exams or absent were given the opportunity</p>	

to reappear for the same, so that they might not waste their precious year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

Grievances due to internal assessment are solved with faculty members and HOD. If students are facing any problem, they are solved by the in charge of internal exam. Students can communicate with the concerned teacher and principal for the redressal of examination related grievances. The answer scripts are shown and performance of students is also discussed. They are given opportunity to resolve the doubts. The institute has transparent, time bound and efficient mechanism to deal with internal examination related grievances. No doubts were found regarding grievances related to internal examination due to fairness and transparency in the internal assessment during the session. Though the institution tries to resolve the grievances at departmental and college level, the doubts and problems related to results and absentee etc are also handled by the exam section of university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

All courses including self finance offered by the Institution are displayed in the prospectus and well communicated to the students and teachers by notifications. These were displayed on the website last year & communicated to teachers in a scheduled

meeting during the year. Prospectus was not published due to corona. Seats under each course authorized by the university are also given to admission committee especially newly enrolling students. All newly added courses come under self finance courses. Course outcome is stated with the syllabus to facilitate the students about taking such course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Institution is having Arts and commerce subjects. It is offering 12 Arts subjects in UG Program, commerce in UG program & 8 subjects in PG programme. In 7 subjects we have PhD program. UG course are Home Science, Drawing and painting, Music, English, Hindi, Sanskrit, Political Science, Sociology, Economics, library science, Physical education and Education. PG courses are Home Science, Drawing and painting, English, Hindi, Sanskrit, Political Science, Sociology & Economics. We try to distribute the seats according to the strength in the subjects authorized by the university. Institution satisfies the students in choosing their willful subject. Pass percentage and interest in the given subject is also evaluated. Prizes are given to the meritorious students at the time of annual function by prize distribution committee. How much students have learned and achieved according to the given outcome is observed in informal way.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

596	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
10	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created knowledge of growing vegetables directly on kitchen waste. This was invented by Maj Dr Pankaj chhabra Associate Professor, Deptt of Home Science. Research papers are also published on this knowledge. The knowledge created is disseminated among the communities on you tube channel, pamphlets and Stickers. One Lecture was also delivered on this knowledge as invited to the teacher by Sewa education on 21st Mar 21 during the year. Marketing of dry leaves mulch was also a newly invented approach in our college during the year. 50 packets of dry leaves mulch were marketed. This mulch is to be used at domestic level to spread on kitchen waste by the community. Mulch soaks the moisture of the kitchen waste to facilitate its composting. Both innovative works come under swachh Bharat abhiyan. These practices we run under this head.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://drpankajchhabra.org">drpankajchhabra.org</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

03

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Corona rally and Masks distribution work was done on 18.3.2021 by students of the college. Swachhta rally was organised on 26.1.2021. Speech, poster, essay, sports competitions under NAPDDR on 12.3.21 by Smt Anupam Gupta was organised. Poster competition on corona kaal mein bachat ke upaye by Dr Kamalpreet on 11.11.20 was organised. Lecture was delivered on covid-19 Pandemic on 19/10/20 by Dr Anupam Bansal. Mission Shakti lectures were delivered by representative of DM on 2/12/20,16/12/20. Maj Dr Pankaj Chhabra delivered lecture on the importance of dry leaves mulch. On 27/1/21 City Mayor Sanjay Walia and Sh Gyanendra Singh were called upon as chief guest to deliver the lecture on Swachh Bharat Abhiyan. Dr Anupam Gupta on 13.1.21 told the students about National Youth Day to mark Swami Vivekananda Birthday on 12th January 21. On 14/1/21 Chauri Chora samaroh was celebrated by Dr Sunita Tiwari. On 10/2/21 Smt Sunita, judge Saharanpur was the speaker of Legal Literacy. She gave lecture on Protection of children from Sexual abuse under Sexual Offence

Act- 2012, Students took online pledge on " Local for vocal on the website <http://pledge.mygov.in/vocal> .

File Description	Documents
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

14

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>



<b>3.4.4 - Number of students participating in extension activities at 3.4.3. above during year</b>	
<b>3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year</b>	
1150	
File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>
<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
01	
File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year</b>	
02	

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Sufficient infrastructure for classrooms, laboratories, library, computer lab and administration block are there in the college. Home Science lab is well equipped with 3 class rooms, one cooking lab, one textile lab, one clothing construction lab, one Store room, one staff room and one lab assistant. Drawing and painting department is well equipped with drawing and painting facilities. This includes 3 classrooms, Aasel for PG classes, dunky chair, model stand, 2 display board and facility for hanging of paintings, books in self finance PG and 9 almirahs for keeping models. Music Deptt is equipped with separate sitar room, tabla room and vocal room. Institution has 8-10 sitar, 10-12 pairs of tabla, manual tanpura, Electronic tablas. Computer lab has 8 computers. There are 39 rooms and 10 halls facility in the college to cater the classes and taking examination of UG and PG. 10 out of 12 deptt are having computer facilities. Education subject is in self-financing mode in UG program which has its own infrastructure including books. Separate staff rooms are with each deptt. We have well equipped library to teach Library science subject. institution has canteen facilities and hostel facilities also.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>

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

Institution has adequate facilities for cultural activities, sports & games etc. Facilities for cultural activities includes auditorium for cultural practice and program, green room facility, cultural costumes, curtains, jewellery, musical instruments, cultural items facilities, almirah, dressing table, mike, dias and sound system etc. Sports facilities includes play field for volleyball, Kabaddi, Kho kho, long jump, throws etc. Indoor games facilities includes tables tannis, judo mats, 12 station fitness equipments, Chess, mats for practicing yoga. Gym room is also there in the college. Per day one hour it is used by the students

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

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

05

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

4,66,055

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software-soul
- Nature of automation(fully or partially)-Partially
- Version-2.0
- Year of automation-2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

##### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

22,884	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
110	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>	
<p>Institution frequently updates its IT facilities including wi fi. If any requirement is there regarding computer and related infrastructure it frequently provide. Institution frequently updates and maintain camera, hardware and software related things. All computers and projector are in working condition. Sufficient data storage is there. It tries to updates versions of software. It tries to manage physical environment like power supply near IT infrastructure. Computer persons work with IT infrastructure efficiently. Institution has two computer technicians during the year. They are admin of website. They can upgrade software, handle backups and recovery of data and applications, monitoring and analysing logs and other performance monitoring tools and following established support workflows and processes.They can procure and delpoy applications from third parties.</p>	

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

**4.3.2 - Number of Computers**

24

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

74,414 INR

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

For repair related work an established Performa type application has to be filled up by the concerned deptt / individual staff who puts the requirement in case of any damage to their article/equipment, needing repair. So, the process starts from requirement. After that physical verification is done by the building/maintenance incharge and Principal to proceed the application. Order/ estimate are taken from vendor followed by mechanic called upon and repair starts to the satisfaction of the concerned that put up the application. Bill preferably GST is allowed to the vendor. Payment is made through cheque. Ledger entry is also there of maintenance. In case of demand of any item, same procedure is followed. Item after arrival is entered into the stock register locally in the Deptt and universally with Administration block.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

396

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**NIL**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

71

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

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

03

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Students do the task of administration in various extracurricular and co curricular activities. In NCC organization, they hold the post of senior cadet and get the rank of under officer and senior under officer. There are other lower ranks also for NCC cadets. In 2 platoons of the Instituion one under officer and other sgt and CPL ranks are given to the cadets who had their hold on all cadre of the year. They also hold all cadets under discipline during the camps. In Ranjers and NSS related activities, group leaders hold all the group. Proctorial board has its own set of administrative students. There are eight students who are called as prefect. They perform the duties of maintaining discipline in the college. They also help to maintain discipline in various programs like cultural, annual function and other program in the auditorium.

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

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

Institution has registered Alumni Association. Registration no is 487. Presently there are 103 members of alumni. Life membership is held with with 43 members. Smt Archana Sharma of Alumni Association delivered a lecture on 10/2/21 on awareness about various schemes such as Pradhanmantri Awas Yojna, Sukanya Samridhi Yojna, ODOP Yojna, Kaushal Prashikshan and Sumangla Yojna. Alumni membership fees is very less that does't make contribution financially. In alumni association, executives, president and secretary are the teachers of the college who work hard and make plans for social upliftment of the society at alumni level.

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

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

As vision & mission of the institution is to evolve as a centre of excellence in education, research, social responsibilities, Nation building & patriotic feeling. We try to take our steps towards this end. Institution emphasizes on teaching learning process of students. Teachers of the Institution solve problems of students related to studies. They work hard and simplify the educational matter till the students understand. Sending Notification of studies, holidays etc through SMS is in the regular practice. Institution tries to make its students socially responsible by involving them into cocurricular activities and extracurricular activities. Motivation for employment is also the vision and mission of the college. Students and alumni of the Institution apply and appear for competitive examination every year. This takes our students towards culmination of their talent and potential.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The College operates on the philosophy of co responsibility. We have various committees in our college. These committees include admission committee, examination committee, sports, literacy, cultural, environmental awareness, sanitation, NCC, ranjer, NSS, proctorial board and IQAC. Convenors of the committees give leadership, plan and execute the work. Formation of committees make our college decentralized and participatory management type. This facilitates the Institutional practices to run smoothly and fulfill the objectives of satisfying the students. Collaborative work culture is also there. It is seen during the annual function. Opportunities for the staff to showcase their artistic, social and management skills is also there in the Instituion. Human resource is treated with utmost importance in the institution. Every human resource is exploited in such a way to grow the college in systematic manner.

File Description	Documents
Paste link for additional information	<a href="https://www.mlnjnkgirlscollege.com">https://www.mlnjnkgirlscollege.com</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategy includes admission of students, curriculum development, teaching and learning, research and development, Library, ICT and Physical infrastructure/instrumentation and examination and evaluation. Regarding admission of students, curriculum development, examination and evaluation. Institutional plan is always mentioned in the prospectus from registration process upto the examination for the current academic session. But due to corona active of the year, plan could not be possible in written form. Students are admitted as per the university guidelines. Firstly, BA I year students get themselves register on CCS university portal to apply for admission. University creates merit list and allot vacancies of students under UG and PG program. College has to give admission to the students as per their merit. The institution believes in continuous internal asesment and feedback from the students. It motivates the students for better performance in exam. Students use library also, get the books issue of their curriculum. They are also

motivated to purchase the books of updated syllabi. The library has a nicely spread reading area. PhD scholars also avail the facility of library. Most of the departments are provided with computers to access online learning resources. Besides curriculum, extracurricular activities in NCC, Ranjers, NSS, environmental conservation & protoreal board are also planned and deployed as well.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload any additional information	No File Uploaded

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

All Institutional bodies are effective and efficient . Management information system is there and working well. All Information regarding college program on website is displayed well. All supporting student administration are online including the submission of scholarship applications. Submission of examination forms is online and results are also declared online. Admissions of the fresh students are well documented and maintained in computer. Most of the accounts are digitally maintained. All fees of college, university exams and other courses are remitted online. Staff salary, notification and generation of salary slips is done online. Finance accounting, MIS transaction with bank is conducted online. GST bill is compulsory in payments. SMS facility is there to inform any message. Yearly subscription is paid in time. Students can access e learning resources, e books and e journals or otherwise can manually avail the facility of magazine and books etc. Digital infrastructure has made the effective, efficient and transparent system.e administration includes circulation of digital notices. What's up group has facilitated all staff for emergency notification. Communication can be possible through email also.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Duty leaves for attending the seminars, workshop and conferences are given to the teachers by the Institution. They can take loan on their GPF. There is a little fund for welfare of teaching and nonteaching staff. This is being given to the staff if there is strong need comes with anyone.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year



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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

07

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Performance of teachers is filed up. Activities performed by them like taking of classes, evaluation, question papers, Co curricular and professional development activities, Research publication and academic contribution activities etc arer filed up separately of individual teacher. Through students feedback institution takes notice of the performance of the teachers. No performance of non teaching staff has been taken during 20-21.Non teaching is efficiently doing their staff so it was not needed.

File Description	Documents
Paste link for additional information	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal and external financial audits regularly. Internal audit is arranged by Management. there is committe of management which organises the internal audit process.Suggestions regarding financial management mentioned in audit report are implemented. If there is objection in audit report, action are taken positively and strongly. Internal audit

was done of 2020 on 3/2021. An efficient CA did the audit during 20-21. External audit is also conducted after every 5 years and so.

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

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

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

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of fund is basically from fees of students. We have four self finance courses. Institution has to maintain the Infrastructure with fees from students. There are separate heads of each account. Resource utilization starts from requirement of the items from concerned department. Requirement is then worked out by physical verification. Payment is made through cheque.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

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

Iqac has proved a yardstick, a torch bearer for the proper growth of the college. It improved all functionaries which were previously in the haphazard manner in the institution. This is helping in gradual improvement of the college. Human resource is also gradually improved. Lots of the things are now systematized. Questionnaire for analysis of student satisfaction survey is framed, Lots of other improvements are done and planned also. There are some of the Initiatives taken which marked positive changes in academic Administration of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institution reviews its teaching learning process. It is now moving towards experiential learning system. Due to corona some hurdles were there in 20-21 but on whats' up groups, and on online mode, teachers took online classes. This was the pleasurable experience of learning for the students. This was recorded as well at college level. At periodic interval we review attendance of the students. Institution grows interest in their subjects and topics which they find difficult.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

C. Any 2 of the above

**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.mljnkgirlscollege.com">https://www.mljnkgirlscollege.com</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gandhi Jayanti eve was celebrated on the theme, Beti bachao and beti padhao. Theme was given in the state Govt letter to mark the Gandhi Jayanti. Gender equity discussions were conducted under the leadership of Maj Dr Pankaj Chhabra. Dr Jaya and Dr Sunita Tiwari, Dr Amita Aggarwal, Dr Seema Rani participated in the discussions on gender equality. On 10.10.2020, an essay competition entitled "Parivarik aaye mein sahyog deti betiya" to spread awareness of gender equity was organized under the direction of Maj Dr Pankaj Chhabra as ordered by NCC organization to do something in the name of Beti Bachao, Beti padhao. In weekly assembly gender equality were talked about. In Mission shakti programs in the college, gender equality were talked about during the year.

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

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

<b>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</b>
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**Solid waste management is organised in the institution. Method adopted is at source segregating dry waste from wet waste. The task is being done from last so many years. Proper At source segregation facilities are there in the college. College has separate waste paper bin, bin for dry waste, cemented bin for dry leaves mulch, soil based landfill for kitchen waste composting and open biopit for crop residues. Every activity of the college has to be of zero waste. For awareness, we distribute pamphlets and organize lectures in between. We encourage for "at source segregation" of waste. Dry waste is lifted weekly by a sanitation worker provided by a vendor hired through Force waste collection Company . This waste doesn't pray flies and easily be lifted and further be used in recycle. For lifting It takes charges of Rs 300 per month. For kitchen waste composting Bio decomposer technique is also promoted. In this technique one can grow vegetables from kitchen waste. Biodecomposer is a mixture of three parts animal dung manure and one part of dry leaves mulch. Liquid waste is also managed in our college. Waste waters of**

overflowing tanks are opened through drainage system into the plants for irrigation. For liquid waste water from cooking and other washing points, proper canal system is there in the college to carry the water to plants.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

We have NCC in our college since 1974. 105 students receive training in every academic session. In NCC training, Associate NCC officer involves in various activities related to institutional training. She trains the students who opt for NCC training and get them enrol in NCC. NCC cadets have to attend various NCC camps, social and adventure activities. They come in touch with Army staff deputed in NCC training. The way students get training makes them tolerant and harmonious towards cultural, regional, linguistic and other diversities. In Ranjer, NSS camps and Proctoreal board activities, students of the college come across with other students belonging to cultural diversity, behave with them and learn to become tolerant.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students are sensitized in various activities in NCC, NSS and ranjers, proctoreal board regarding rights and responsibilities of citizens. They are taught and awaken about values and ethics to be adopted in life. Various activities like Sarak suraksha, Our constitution day celebration for 7 days, environmental

consciousness by on ground activities of recycling and ban on plastic, plastic waste awareness, kitchen waste composting, preparation of leaves mulch etc, discipline related rules of the college make them abide to constitutional obligations. Students awake their insight regarding values, rights, duties and responsibilities. They are given the opportunities to know the duties and rights of every indian citizens.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sardar Vallabh bhai Patel Jayanti was celebrated on 31st Oct 21. Gandhi Jayanti with Lal Bahadur Shastri Jayanti was celebrated. Basant festival was celebrated on 15th of Feb 2021 with full of colourful function. Students dance performances were organised by music deptt. Atal bihari Jayanti was celebrated in the form of debate. Raja suheldev Jayanti was celebrated on 16.2.2021 by Govt order in the form of lectures. NCC staff and college staff attended this function. Lohri function was celebrated. Swami vivekananda jayanti samaroh was organised in the form of lectures. Lectures on Chauri Chaura was organised due to govt order. Lectures on national movement and freedom struggle was organised on 15th Aug and 26th Jan during the year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

*Practice no 1--Zero waste policy ----*Students are involved in environmental conservation activities. They are called upon during the assembly to work for the environment. They fill packages of leaves mulch for further marketing process. By doing this practice, leaves are cleared from the college in a better and productive way. 50 Packages were prepared during the year. college has build up a huge soil type biopit to throw all garden waste for letting it come in natural decomposition process. In College premises vegetables are grown on kitchen waste. In most of the functions of college, use of reusable cutlery is managed and recorded as well. college don't believe to waste the paper. At the back of the paper we have to write if found blank and photostat also. college has huge waste paper bin. Waste paper goes to Gatta Factory. We keep telling our students to

involve themselves in zero waste policy at their home.

Inculcate of Human values and discipline-- We impart human values among the students by indulging them in various activities. When they engage in various activities, we believe their energies are channelised in positive direction. This is time they learn values. Once they behave good, for whole of the life, they will create better environment wherever they go.

File Description	Documents
Best practices in the Institutional website	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

With the vision of great visionary, Padamshri Seth Badri Prasad Bajoria, college was founded in July 1966 in the memory of Seth Munna Lal ji, a well known philanthropist. Further Shri Jai Narayan Khemka contributed generously for the expansion of the college building. Establishment of Munna Lal & Jai Narayan Khemka Girls College is a boon to the higher education of woman in district Saharanpur. College is nurturing its students with great values by giving exposure of its established practices. College' approach is to make the students sensitive in every field of life. Discipline, character building, leadership, spirit of secular outlook, organised, motivated and educated students are the priorities and thrust of the college. College has registered JRF and PhD scholars under the guidance of eminent Assistant/associate Professors which contributes creativity and innovation in the field of education. This is the way college is contributing to the societies to go ahead towards development of its students.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

We have to work in the field of environmental conservation more than as of now. We want to conduct zero waste competition by collaboration with other colleges. This will propagate with newer ideas and help to the national level policy on zero waste in a decentralize way. On Professional ethics, administrative student council, action on previous feed back, grievance redressal, skill development, patriotism among students, employment generation, self employment of part time staff, annual budget, website, research articles publications, we want to work in the coming year of 21-22. Physical facilities like record room construction, separate tea points is planned for. duty of the staff related notice board, students discipline board is planned for. Squad post in games field is planned for. In library books on NEP syllabi and soul version 3 is planned for. college functionaries will be worked out for more systematized. College will have to work as a unit. College wants to make its staff accoiuntable. Mentor mentee ratio will be worked out.