



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	MUNNA LAL AND JAI NARAYAN KHEMKA GIRLS COLLEGE
Name of the head of the Institution	Dr. Amita Aggarwal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0132-2658187
Mobile no.	9412680426
Registered Email	mljnkgirlscollege@gmail.com
Alternate Email	iqacmljnk@gmail.com
Address	Chilkana Road, Saharanpur
City/Town	SAHARANPUR
State/UT	Uttar pradesh
Pincode	247001

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr Nisha Shukla			
Phone no/Alternate Phone no.		01322658187			
Mobile no.		9410329524			
Registered Email		mljnkgirlscollege@gmail.com			
Alternate Email		nisha.mljnk@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.mljnkgirlscollege.com			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://www.mljnkgirlscollege.com			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.45	2016	01-Dec-2016	01-Dec-2021
6. Date of Establishment of IQAC			15-Jul-2005		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Meeting(details refer to website)	17-Jan-2020 1		10		

Meeting (details refer to website)	05-Dec-2019 1	20
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

- National Webinar on the theme of Covid 19 and selfreliant India was organized by the college and annual newsletter Satransh was released in electric format and published.
- Swarojgar Mela was organized on 2nd October 2019 on the theme of selfreliance
- Staff was encouraged to participate and present their research papers in national and international seminars
- Internal exams were conducted for undergraduate classes and guest lectures were organized in order to enhance the quality of higher education
- Short term certificate course, aimed for the students to develop English communication skills was implemented

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

Plan of Action	Achivements/Outcomes
Publication of College News letter	Annual News Letter 'Satransh' was

	published
Social responsibility activity	Awareness programs related to Covid-19 were conducted by the students and teachers of different departments and masks were prepared and distributed to the marginalized section of the society
Academic Calendar	The Academic Calendar for the session 2019-20 was prepared and executed
Community outreach program	Plantation of 400 trees was done by students and staff. Staff contributed old clothes to orphan people through Nav Jeevan kendra Saharanpur. Nutritional assessments were conducted in rural areas. Survey was conducted under Ujjwala yojna ka Gramin Mahilayon ke jeevan par prabhav. Survey was conducted on Gramin Mahilayon mein Aarthik Sashaktikaran. Survey was conducted on impacts of Covid19
Research enhancement work	Teachers were encouraged to write research papers and get them published in research journals
Quality Assurance	Guest lectures and demonstrations were conducted
Evaluation System	Internal exams and evaluation at UG level was done
Conduct seminars and workshop	National Webinar on" International Webinar Covid-19 and Self-Dependent Bharat: Concept, Aspects and Prospectus" was organized. Departmental seminars were organized
Skill development programs	A Short term Certificate course to develop communication skill was organized
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Management Committee	30-May-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	13-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college uses the Microsoft Office Suite of products for digitally managing information. Excel, the simplest form of management information system available through Microsoft Office Suite, is used to store, edit and add information for personnel. There are different Excel files maintained for storing student, faculty, and staff contact information. The information managed includes name, department, phone number, email and address. Daily operations during Covid19 period were conducted online and the information managed in these Excel spreadsheets was used to relay notices from university and other relevant information to students, faculty, and staff. Furthermore, the college has worked diligently to digitize all info related to the books in the library. There is another Excel database that contains all book information making library inventory an easy process. Planning efforts are ongoing to create a management information system for equipment and instruments available in the laboratories and gym.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Curriculum Delivery- Every department of our college organizes seminar, questionnaire, group discussion and field work. Home Science Department displays the articles made by students in creative style adding attraction and value to the common things. Drawing and Painting department exhibits paintings made by the students and invites other departments to visit these exhibitions. Students learn the skills of framing their paintings and also learn placing and viewing an art object in a creative form. Likewise, poetry reading sessions, seminars on current issues as well as topic in the syllabus are held in English, Economics & Hindi departments. One of the effective examples of curriculum development that is practiced in English department is teaching drama paper in practical form in UG and PG classes. The goal is not only to teach prescribed drama but also to teach the co-curricular areas using different forms of art like mime, dance, pantomime. Such performance involve different aspects of drama like dialogue writing, set designing, costumes and

dress designing as well as light and sound management. Examination and Evaluation: evaluation is not a time bound ritual but a continuous process. Formally, examinations are conducted by the university but in order to access the understanding level of students' time to time oral examination, quiz competitions are organized in college. Research and Development: 14 Research Scholars + 2 Junior Research Fellows + 1 Post Doctorate Fellow. Students are doing research work in our college in different departments. Library and labs are big assets in pursuing these research activities. All kinds of facilities are provided to the faculty for doing research.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Short term English Communication skill course	Nil	01/11/2019	70	Employability in offices and reception desks	Enhancement of Reading writing and speaking skills, Freelance writing skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Education	26/06/2019
BA	Library Science	03/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	25	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Short term English Communication skill Course	01/11/2019	25
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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MA	Sociology	6
MA	Home Science	10
MA	Home Science	10
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
NA

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	720	679	679
BCom	Commerce	120	77	77
MA	Arts	420	160	160
PhD or DPhil	Arts	48	5	5

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1860	315	20	10	18

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
48	48	7	5	1	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Being solely a girls college, female students are provided with comfort that they can share any and all of their problems with the faculty. Resolving personal problems of the students is imperative so that they can focus on their academic performance. Our faculty members are extremely dedicated, they evaluate the situations faced by students to the best of their ability, and advice accordingly. It is important to have a low student to teacher ratio so that faculty members can provide as much attention as needed to the students. The college has adequate number of permanent and temporary faculty and the current teacher to student ratio is 1:45.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2175	48	1:45

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	21	22	25	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr Chavi Jain	Assistant Professor	International Kalaratnam Award
2019	Dr. Amita Aggarwal	Principal	Mentor for other institutions for preparation of SSR

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	G	Semester	08/10/2019	09/11/2019
BCom	C	Year	10/09/2019	05/11/2019
BA	A	Year	10/09/2019	05/11/2019

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

M.L.J.N.K. Girls College is a integral part of CCS University Meerut and is guided by the regulation followed by the university regarding syllabus, admission, Examination and evaluation. UG level in arts and commerce streams university has formulated the annual system in which exam is held annually and evaluation is also done annually. To monitor the performance of the students, the institution has applied internal evaluation system (Tests). The teachers

evaluate the answer books, discuss the weakness of students and more attention is paid accordingly to the weaker students to bring them at par with other students of Class. At PG level institution follows the semester system and the internal assessment system as per university rules. University has a continuous internal evaluation system in which each paper of hundred marks has a component of 50 marks of internal assessment and rest of the 50 marks are allotted for main examination for every paper. Assignments, projects, presentation and quiz help in continuous internal evaluation of the P.G. students. Inter disciplinary approach applied by all the departments also help the student to develop the overall personality.

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

The college prepares the academic calendar with utmost focus. The academic calendar is prepared and published in the college prospectus as well as the college website at the beginning of every session. the calendar contains information about all planned academic ie., the examination schedule provided by the university and extra curricular activities along with the internal exams schedule for MA students. In case of extreme circumstances the calendar can be modified, however, it is very rare occurrence.

2.6 – Student Performance and Learning Outcomes

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

<https://www.mljnkgirlscollege.com>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
G	MA	Arts	136	132	97.05
C	BCom	Commerce	60	59	98.33
A	BA	Arts	466	369	79.18

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2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	182	CCS University, Meerut	8000	8000

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
International Webinar Covid-19 And Self-Dependent Bharat: Concept,Aspects and Prospects	Home Science, Physical Education, Drawing and Painting and Commerce	07/06/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Exhibition	Neha	Siddhartha Degree College, Akhlor	16/02/2020	Student
Speech Competition	Fatima Nawaj	Sambhagiya Parivahan Adhikari karyalya, Saharanpur	23/12/2020	Student
Speech Competition	Fatima Nawaj	Road Safety Committee, Saharanpur	16/11/2019	Student
Admirable Contribution in organisation of Programme	Dr. Sunita Tiwari	Snatak India Welfare Association, Saharanpur	15/10/2019	Teacher
Outstanding Contribution in event management	MLJNK Girls College, Saharanpur	Shri Ram Chandra Mission United National Information Centre and Heartfulness Education Trust	19/09/2019	Institution
Painting	Dr. Chavi Jain	International Kalaratnam Award of India	28/04/2020	Teacher
Outstanding Performance in inspiring girls and women in the field of higher education	Fatima Nawaj	District Magistrate	24/01/2020	Student

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physical Education	1	6.3
National	Drawing and Painting	2	Null
National	Political Science	1	Null
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	37	48	Null	4
Presented papers	5	11	Null	Null
Resource persons	Null	1	Null	1

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Cloth carry bag stitching competition	Sanitation Drive	1	107
Cleanliness Programme	NSS	1	100
Voting Awareness Rally	NSS	1	100
Health and hygiene	NSS	1	100
Road Safety club organisation	NSS	1	16
Tree Plantation	NCC and Environment Awareness Committee	3	400
Sanitation Leaders	NCC	1	20
Swachh Bharat Abhiyan	NSS	8	50

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Mandal stariya Speech competition	II	Sambhagiya Parivahan Vibhag SRE	1
InterCollegiate Speech competition	chalvajyanti I, II, III	District Snatak Welfare Association	3
Janpad stariya Speech competition	III	Parivahan Vibhag SRE	1

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swacch Bharat Abhiyan	NSS	Cleanliness in College Premises	8	50
Sanitation	NCC	College	1	100

Leadres		Premises Cleaning		
Health and hygiene Awareness Programme	NSS	Lecture	1	100
Cleanliness Programme	NSS	Shram Daan	1	100
Sanitation Drive	NCC	Cloth Carry bag Stitching	1	107
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	50746	3434708	215	39259	50961	3473967
e-Books	Nill	Nill	799500	5900	799500	5900
Journals	10	2805	Nill	Nill	10	2805
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Weeding (hard & soft)	591	15170	Nill	Nill	591	15170
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nill	Nill	Nill	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	18	0	1	0	0	7	8	100	3
Added	0	0	0	0	0	0	0	0	0
Total	18	0	1	0	0	7	8	100	3

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	421281	421281

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

The college boasts of well-equipped laboratories for all experimental work. Laboratory assistants and helper staff are also appointed to assist the students while working in the labs. Procedures to sanction funds in advance to fulfill the need of the laboratories are also well defined. The college library contains more than 50,000 books and a large reading area which students regularly use. The procedure to issue books and journal articles is also simple. At any given time, two books can be issued to the students. If a need for more books arises, the departments also have their own libraries which students can take advantage of and teachers also help students by loaning their copies. The college management also regularly sanctions funds to the college to purchase books. The college also has a very active sports department which has its own gym which is equipped with sports equipment available for the students to be used whenever they desire. The college also has computers and fast wi-fi connection. These computers are used to carry out work which requires accessing the web. Teaching is carried out in 32 classrooms which are well-furnished, wi-fi enabled, airy, and contain natural and artificial light.

<https://www.mljngirlscollege.com>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	JRF	2	62000
b) International	Nil	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Reasoning Enhancement	05/09/2019	57	Career Corner

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Reasoning Enhancement	57	57	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
11	9	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	160	BA, Bcom	Hindi, English, Sanskrit, Pol.sc, Soc, Eco, Hsc, DrgPtg, Music, Commerce	M.LJ.N.K. Girls College, Saharanpur	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Speech Competition	Collegiate	10
Speech Competition	District	3

Speech Competition	Institutional	12
Speech Competition	Mandal stariya	1
Speech Competition	Intercollegiate	16
Debate	Intercollegiate	2
Debate	Intercollegiate	2
Essay writing Competition	Intercollegiate	1
Essay writing Competition	All India	74
Essay writing Competition	Intercollegiate	12
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student voice is an important part of decision making and important consideration for the administration . College has two students forums which effectively contribute to the academic, administrative and co-curricular activities in the campus. They also provide platform for personality development and academic enhancement. The formation and role of these forums is detailed as following- English Literary Association (ELA) is a forum of students in English Department. ELA plays a very constructive role in defining students interpersonal relationship, team work organization, leadership acumen and personality enrichment. The office bearers of ELA are elected annually from undergraduate and post graduate classes -President (M.A. II) Secretary, (M.A. I) Vice President (M.A. I) Joint Secretary (M.A. II) class representatives -2 from each B.A. I, II, III, form the body of ELA. Their responsibility is to organize co-curricular and curricular activities along with maintaining a rapport with the faculty and students Programme . Quiz competition was organized by ELA in which more than 50 students participated. ELA conducted Teachers day programme in English department in which students spoke about the importance of the day and contribution of great educationist, Dr. Radhakrishnan. The Proctorial Board of M.L. J.N.K. College consists of approximately 20 students every year a fresh Board is formed. We select 3 or 4 Chief Prefects and the rest are prefects. The Proctorial Board students Committee plays very important role in maintaining discipline in the college premises. Besides they are assigned many other important duties. . • Checking of uniform. If the students are not in proper uniform they do not allow them to enter the college /asks them to come in uniform. • They keep an eye on the misuse of mobile. If there is any case, they report it to the chief proctor. • They check the helmet, license and other documents of the students who drive two wheelers. • They maintain discipline during the college events-managing proper seating arrangement/controlling noise, alert for any requirement during the event. • Maintain discipline during the regular assembly. • Motivate the

students the keep the environment and college premises clean. • If any case of ragging is noticed, report to the chief-proctor. • Present motivational thought in assembly

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

103 Alumni are registered in the college. Out of these Alumni 33 are working in different areas.

5.4.2 – No. of enrolled Alumni:

103

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college operates on the philosophy of co-responsibility. Although the principal is the head of the institution and has the right to exercise authority over staff, all members of the staff participate in decision-making leading to efficient and reliable administration. There are approximately 30 committees including sports, literary, cultural, environment, cleanliness, NCC, Ranger, NSS, proctorial board, and IQAC. These committees ensure the smooth functioning of the college while relieving the burden of work on the chief executive i.e., the principal. Furthermore, most committees also have student representation facilitating the participative environment where faculty and students have a say in the decision-making. The aforementioned committees follow a hierarchy which puts the principal on the top as the chair-person followed by the convener and then the members. All committee members are responsible for always maintain discipline but especially during special events. The members of the environment and cleanliness committees are committed to maintain the cleanliness and greenery on the campus. Another effort by the college to maintain a participative environment is the weekly assembly where faculty and students get together and share ideas for planning and executing projects. The decentralized and participative policy of the college has led to enhanced efficiency in allocation of scarce resources.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	Human resources are treated with utmost importance at our institution. Some of main efforts for the upliftment of our staff include dedicated

resources to facilitate conference participation, open door policy implemented by the head of the institution so the staff feel free to discuss any and all issues, team meeting to promote a collaborative work culture, and opportunities for the staff to showcase their artistic, social, and management skills by serving on committees such as the cultural committee and student welfare committee.

Curriculum Development

Curriculum development by every department in the college includes seminars, field trips, and group discussions in addition to that decided by the university. The department of Home Science and Drawing Painting curriculum also include exhibitions to showcase the work of their respective students. Another example of all all-round curriculum development is the fact that drama is included in our UG and PG classes. Techniques such as drama, mime, and dance are included to deliver classic works on stage. This also includes dialogue writing, light and sound management which provides students with a real-life experience of delivering successful stage performances.

Teaching and Learning

The institution follows a student/learner centric teaching philosophy. In addition to structured learning which includes notes, lectures, presentations, etc., field-based learning is stressed upon. Engaging students in activities such as group discussions, classroom seminars, and team projects provides them with an all-round development and prepares them for the real world after they complete the degree program. Different departments also strive to impart subject specific knowledge through various innovative techniques. For example, enacting the scenes from classical dramas written by Shakespeare and T.S. Elliot, tours to local buildings such as havelis and temples to study the art, showcasing the work of Home Science students at the swarozgar mela and thus empowering them with an entrepreneurial skillset.

Examination and Evaluation

The institution believes that evolution of students is a continuous process and therefore evaluation should

	<p>also be. In addition to the formal examinations conducted by the University, oral exams as well as quiz competitions are selected at random. This is done to assess the progress of the students.</p>
<p>Research and Development</p>	<p>There are multiple laboratories in the college to conduct the research activities. The labs are equipped with expensive instruments. Junior research fellows (PhD students) are enrolled in various departments who are provided with all research facilities.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The college boasts of a large library which has books related to all subjects in the curriculum. The books are purchased based on subject requirements. The library has a nicely spread reading area as well. In addition to the library, the college has a home science lab, an art and a music studio, and a gym, all of which are equipped with modern equipment. Every department is assigned adequate number of computers for administrative work as well as for the students to access online learning resources. The college is committed to the progress of the student by providing modern facilities as well as learning resources.</p>
<p>Admission of Students</p>	<p>Students are admitted as per the University standards. The merit list is created and provided by the CCS University with no involvement of the college faculty or staff. Give that there is no conflict of interest because college faculty or staff are not involved in creating the merit list, it is an entirely transparent process. To make the admission process smooth, volunteers are present to guide the students, especially BA first year admission aspirants who go through this process for the first time and have numerous questions.</p>

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

E-governance area	Details
<p>Administration</p>	<p>E-administration includes circulation of digital notices instead of paper copies and conducting majority of communication is through emails.</p>
<p>Student Admission and Support</p>	<p>All processes supporting student administration are online including the submission of scholarship applications.</p>

Examination

Submission of examination forms is online as well as the results are also declared online.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nill	Nill	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nill	Nill	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online Food Labelling e- learning	1	25/04/2020	25/04/2020	1
Online Food Allergy Training	1	21/04/2020	21/04/2020	1
Online Faculty Development Programme	1	11/05/2020	15/05/2020	5
Online Faculty Development Programme	1	08/06/2020	14/06/2020	7
Online Faculty Development Programme	1	29/05/2020	03/06/2020	6
International Faculty Development	1	22/06/2020	26/06/2020	5

Programme				
Orientation Programme	1	26/06/2020	24/07/2020	28
Short term training program	1	17/12/2019	23/12/2019	7
Refresher program/course	1	17/01/2020	30/01/2020	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	28	1	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Leave for seminar, workshop, refresher, orientation course and for advance studies	Advance Salary and Loan Facility	Dispensary, Hostel, Gym, Common Room, Canteen and State Scholarship

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. Suggestion regarding financial management mentioned by audit report are implemented and objections if any, are removed by taking action accordingly.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

249600

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	Managing Committee

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

No

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

1- Encouragement to enhance the academic qualification. 2- Advance Salary and Loan. 3- Personal Counseling

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

Out sourcing of cleaning services in the college campus. Storage for surplus furniture was constructed. Digitization process in the library INFLIBNET facility and bar coding system got initiated.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Short term English Communication skill course	01/11/2019	01/11/2019	25/02/2020	25
2020	International Webinar Covid-19 And Self-Dependent Bharat: Concept, Aspects And Prospects	06/06/2020	06/06/2020	07/06/2020	263
2019	Swarojgar Mela	02/10/2019	02/10/2019	02/10/2019	7

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Making Competition	14/01/2020	14/01/2020	13	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

- Low energy consuming LED lights in extensive use
- 50 plants planted by staff and students in college premises
- Awareness campaign conducted on clean and green campus
- Environment awareness committee and NCC provided platform for sensitization of environmental issues
- Swachh Bharat Campaign was observed

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	7
Scribes for examination	Yes	2
Any other similar facility	Yes	2
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/09/2019	1	Rally	Cleanliness	350
2020	1	1	11/02/2020	1	Awareness towards anemia and vaccination	Health and Hygiene	50
2020	1	1	15/02/2020	1	Awareness Campaign	Voting	50
2020	1	1	16/02/2020	1	Shramdaan	Cleanliness	50

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	14/06/2019	Reviewed and Revised annually

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation Programme for teachers students	18/07/2019	18/07/2019	283
Independence day celebration	15/08/2019	15/08/2019	86
Lecture on health and hygiene	21/08/2019	21/08/2019	403
Pledge to follow traffic rules and road safety rules	28/08/2019	28/08/2019	300

Teachers day celebration	05/09/2019	05/09/2019	49
Hindi diwas celebration	14/09/2019	14/09/2019	102
Rally (Swachh Bharat Abhiyan)	21/09/2019	21/09/2019	350
Swachhta Karykram (Sanitation leaders)	01/10/2019	01/10/2019	100
Gandhi Jayanti celebration	02/10/2019	02/10/2019	500
Practice of silence and meditation	23/10/2019	23/10/2019	320
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Separate dustbins for bio-degradable and non-degradable waste are used. • The light, fans etc. in classroom are switched off to save electricity after the classes are over. • LED lights are gradually taking place of traditional bulbs. • Two- third area of total premises is open having lawns, sports-field, farming, trees and plants in large number. • Polythene bags are prohibited in the campus area. • Dry leaves burning is banned. • Herbal Gardening is promoted.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Weekly Assembly -The vision of the college is to develop a self- reliant and enlightened woman, well versed in Indian culture. Weekly Assembly plays an important role in achieving this goal. It is the best medium for circulating all types of information, policy implementation, inculcating moral values, social sensitivities and inviting participation in the co-curricular and extracurricular activities run by different college committees. Weekly Assembly is organized throughout the academic session on every Wednesday. First assembly of the academic session is the Orientation Day. Students are introduced with the college faculty- Heads of departments and library staff. They get acquainted with the co-curricular and extracurricular activities run on the campus by different committees, like Games and Sports Committee, NCC, NSS, Ranger, Debate Committee, Literary and Cultural Council, Environment Protection Unit. Students are guided how to fill scholarship, examination form and feedback proforma and download Swacchta App etc. Every Weekly Assembly ends with National Anthem. 2- Environmental Awareness- We, at M.L. J.N.K. Girls college, strive hard to make our students aware about the environmental issues. The impact of environment directly affects our life that is why awareness for environmental conservation is the prime concern of our life today. Likewise, the protection of tree and plants is necessary to save our earth. Therefore, it is our sacred duty to protect the green cover of our premises cautiously by plantation and care of the plants and trees in our surroundings. The practice aimed to not only to make the students and staff aware about polythene invading our clean environment but also to share the responsibility of keeping our surroundings pollution free.

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

<https://mljnkgirlscollege.com>

7.3 – Institutional Distinctiveness

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

Our College though situated in urban area of Saharanpur city, caters to the need of higher education in under privileged and rural society adjoining it. Large number of our students commute daily from the nearby villages using local means of conveyance. Most of them belong to OBC, SC class and minority community. Hostel facility is also available for them but there are many students who assist their parents working on daily wages in the field. They strive hard to realize their dream of getting higher education amidst lot of social and personal pressures, and economic constraint. In this way our vision of imparting education even to the bottom line of the society is well defined. It makes us especially sensitive, helpful and supportive in their guidance. Our faculty emphasizes on cherishing and maintaining a conducive atmosphere in the campus. No distinction is made on the basis of class, creed and religion. No kind of identity seclusion is encouraged. In this way our entire focus is to making self reliant enlightened women well groomed in tradition values. All cultural and co-curricular activities are organized with this view. We are proud of our rich heritage and reputation of being the best institution of woman education in Saharanpur District. The college provides a conducive environment for girls which is not available at many other places. Well qualified, dedicated faculty, labs equipped with up to date facilities, art and music studios, sport and gym facilities and above all counseling and care of the staff.

Provide the weblink of the institution

<https://www.mljnkgirlscollege.com>

8.Future Plans of Actions for Next Academic Year

- Conduct more extension programme.
- Enhancement of Research based activities
- Faculty development programmes
- Smart classroom to be added in college
- Trans disciplinary webinars to be organized by different departments.
- UGC approved skill development programme to sign MOUS with industries and educational institution
- To provide more opportunities to the students
- Effective online classes
- Preparation of quality E- content by staff
- Up gradation of college website
- Webinars to be organized by the department
- Placement services
- Establishment of employment cell