



Yearly Status Report - 2018-2019

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. MADHU JAIN
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01322658187
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	state
Name of the IQAC co-ordinator/Director	DR. AMITA AGGARWAL
Phone no/Alternate Phone no.	01322658187
Mobile no.	9412680426
Registered Email	mljnkgirlscollege@gmail.com
Alternate Email	amita.agg.26@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.mljnkgirlscollege.co.in/IOAC%20REPORT%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mljnkgirlscollege.co.in

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.45	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC	15-Jul-2005
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7. Internal Quality Assurance System		
Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of IQAC Details	01-Jun-2018	9

are on Website	1
No Files Uploaded !!!	

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
NIL	NIL	NIL	2019 0	0
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 :

1

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)

• Swarojgar Mela on 2nd Oct. 2018 (300 Participants). Communication Skills in English (Short Term Certificate Course). Community out reach Programme 2018 (700 Trees Plantations). Publication of proceedings of National Seminar Folk Art and Crafts of Doab Area and publication of college annual magazine AMAR JYOTI (Special Issue on Health and Hygiene). Assessment of Nutritional Status in rural areas. Lectures organised in weekly assembly on the social issues and moral values.

[View File](#)

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	Achievements/Outcomes
• Publication of proceeding of National Seminars on Folk Arts and Craft in Doab	• Proceedings of two day National Seminar on "Folk Arts and Craft in Doab

Area sponsored by Higher education, Allahabad • Coaching for competitive exam • Community outreach programme • Short term Certificate Course • Short term course in tailoring and dress designing and cooking • Surplus furniture storage construction.

Area was published. • Community outreach programmes were held . Plantation of 700 trees by students and staff. • Short term Certificate Course in English communication skills was conducted by Dept. of English. • Store for Surplus furniture was constructed.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management Committee	14-Mar-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Apr-2019

17. Does the Institution have Management Information System ?

Yes

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

Management Information System of our Institution is operated in following ways : Information related to admission, exam, scholarship etc. is on line. In every session academic calendar is prepared. In this calendar extra curricular activities and internal examination schedule (M.A.) is specified. Other information regarding college is available to students and all the stake holders in the college prospectus and college website. Weekly assembly plays an important role in conveying the information regarding extra curricular and academic activities. College Magazine is another important means of conveying college activity information to students and their parents including other stake holders. The Managing Committee meetings and staff meetings are the main source to share all information. Besides these, notice board is another means of imparting information

regarding academic and extra curricular activities.

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 practised 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 & skit. Such performance involve different aspects of drama like dialogue writing, set designing, costumes and dress designing as well as light and sound management.

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		10/09/2018	75	Employability in offices and reception desks	Enhancement of writing, reading 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
No Data Entered/Not Applicable !!!		
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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	24	0

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
No Data Entered/Not Applicable !!!		
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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
MA	Nutritional Assessment	13
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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
No

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
MA	ARTS	420	215	215
BCom	COMMERCE	120	90	90
BA	ARTS	660	636	636
No file uploaded.				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1847	386	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
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Being a girls college, students can share their personal issues with the teachers. It is important that these issues be resolved, so the students can focus on the academics. In order to do so, it is needed that the faculty members remain in touch with the students, assess the situation and advice them accordingly. Such a system requires a balance between the numbers of students and faculty members. Although the college may not have a required number of permanent faculty, the temporary appointed in the beginning of the session meets the demand effectively. And that is why the ratio is 1:47

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2233	48	1:47

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	20	23	25	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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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	17/05/2019	27/07/2019
BCom	C	YEAR	06/05/2019	20/07/2019
BA	A	YEAR	06/05/2019	22/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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 organised in college.

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

In every session, academic calendar of college is prepared and published in college prospectus. All important academic, extra curricular activities and schedule of internal Exam (M.A.) are specified in it. This academic calendar can be modified in case of extreme urgency. It is available on college website. Examination schedule is given by the University. Internal exams in PG are conducted according to the institutional academic calendar .

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)

<http://216.10.247.228/~mainccsu/index.html>

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
C	BCom	COMMERCE	70	70	100
A	BA	ART	470	449	98.7
G	MA	ART	146	87	59
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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

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!		

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

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

Name of the Department	Number of PhD's Awarded
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)
No Data Entered/Not Applicable !!!			
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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
ENGLISH	2
HOME SC	4
DRG AND PTG	3
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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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 !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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Presented papers	0	10	0	0
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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
PLANTATION	NCC	2	180
No file uploaded.			

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
Ranger	Rajya Puraskar	U.P. Bharat Scout and Guide	6
No file uploaded.			

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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
150th Birth Anniversary of Mahatma Gandhi	State Higher Education, Allahabad	Debate	2	11
SWACHHA BHARAT SUMMER INTERNSHIP	NCC	SEGREGATION OF WEST AND COMPOSTING	1	38
No file uploaded.				

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	50566	3410142	180	24566	50746	3434708
e-Books	3635000	5900	0	0	3635000	5900
Journals	10	2805	0	0	10	2805
e-Journals	6000	0	0	0	6000	0
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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
No Data Entered/Not Applicable !!!			
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	1	0	0	0	0	0	0	0	1
Total	19	0	1	0	0	7	8	100	4

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	6541	0	307035

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)

To conduct experimental work well equipped laboratories are available in the college campus. To assist the students in the laboratories, laboratory assistants and helper staff are also appointed. Furthermore, provisions to sanction funds in advance for fulfilling the needs of the laboratories are also available. The college library houses hard copies of multiple journals and more than 50000 books. Reading room facility is available for the students. Moreover, students can easily issue the articles/journals they need. At a time, there is a provision of issuing two books to the students. If there is a further need of books, every department has its own library and teachers can also loan their copies to the students. The management committee sanctions some amount to all the departments for purchasing books for the library. The sports department is very active in the college. There is a great facility for the students of gym in the college campus. A variety of sport equipments is available for the students. Most of the departments are also equipped with computers and internet connection. They are facilitated to conduct work which can only be done through web services. Regular teaching is done in well furnished, airy and natural light equipped 32 classrooms. All classrooms are Wi-

Fi enabled.

<http://www.mljngirlscollege.co.in/>

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
8	8	20

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					
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
2018	146	BA, BCOM	HINDI, ENGLISH,	M.L. J.N.K. GIRLS	MA

SANSKRIT,
ECONOMICS,
SOCIOLOGY,
POLITICAL
SC, DRAWING,
HOME SC,

COLLEGE
SAHARANPUR

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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
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Activites	Institution	48
Atal Bihari Vajpeyee Jayanti Recitation Competition	Institution	7
Atal Bihari Vajpeyee Jayanti Debate Competition	Institution	4
Matdata Registration	Institution	282
Mahatma Gandhi Jayanti	Institution	40
Reneger Camp	Institution	78
Atal Bihari Vajpeyee Speach Competition	Institution	4
Swachha Bharat Poster Competition	Institution	25
Quiz Competition	Institution	16
Kumbh Painting Competition	Institution	20
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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)

College has 2 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 'Scintillations' was envisioned by ELA in which more than 50 students participated in different genres of stage performances like- skit, mime, dance, play, singing and anchoring and also stage setting and costume designing. 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 prefect. The Proctorial Board students Committee plays very important role in maintaining discipline in the college premises. Besides they are assigned many other important duties. The duties assigned to them are ut infra. • 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. Our Alumna Dr. Shikha Tiwari, presently principal T. John College Bangaluru, featured in the column of Great People Managers in India, Forbes, May 10, 2018.

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 :

0

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)

Principal is not the sole power head of the college as here are number of committees to help her in the admission, examination, scholarship, finance, academic administration and other activities and events organized. The foremost practice of decentralization and participative management in the college is the

formation of Committees. Around thirty Committees with free hand in decision making and execution contribute to the smooth functioning of the college.

Committees such as sports, Literary and Cultural Parishad, Environment Cleanliness, NCC, Ranger, NSS, Proctorial Board and IQAC have students' representations. They have active role in policy making and implementation. All these committees are structured in hierarchical order- the chair person (Principal) convener, members. The decisions are collectively taken. The role of prefect and chief prefect is significant in maintaining discipline and decorum in regular days and specially, during functions. Environment and cleanliness leader have the responsibility to keep the college premises clean and green. All academic activities are run by the Heads of Department. They set their timetable, workload, curriculum and development along with requirement of books and stationary etc. These heads of the departments ensure a congenial atmosphere in the department. The overall management of powers is conducive to the growth of the students. Second important and effective practice of decentralization and participative management is weekly Assembly. Students' teachers interaction, news and information sharing planning and execution are achieved.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admissions at the college are done in accordance with the merit list provided by the C.C.S University, Meerut. The admission process is transparent because there is no involvement of staff or faculty members in creating the merit list. Furthermore, every year volunteers assist with admissions which is particularly helpful for students seeking admission in BA Ist year because it is their first time going through the process and they have a number of questions regarding the same.
Library, ICT and Physical Infrastructure / Instrumentation	The college campus has a library which houses a large number of books. All books are purchased as per the curriculum requirement. There is a large reading area available for the students. In addition to the library, the college also has Home Science Lab, art and music studio and gym which are equipped with all necessary equipments. The college also has computers in most of the departments for office purposes as well as to help students to learn through online resources. Moreover, the college infrastructure not only provides necessary facilities but is also committed to help the students in any way that it can.
Research and Development	Researching and Development : JRF PDF

students are enrolled in our college in different department library and labs big assets in pursuing these research activities. All kinds of facilities are provided to the faculty undergoing researches. Dr. Reeta completed her Ph.D. in Dec. 2018.

Examination and Evaluation

Examination and Evaluation: evaluation is not a time bound ritual but a continuous process. Formally examination is conducted by the university but to excess the understanding level of students time to time oral exam, quiz competition are organised in college.

Teaching and Learning

There is a shift from teacher centric to learner centric pedagogies. The teacher teaches through well structured lectures handouts, presentations and book references. Field based learning is encouraged. The student is engaged in discussions, team projects, classroom seminars and quiz questionnaires. Subject specific skills are generated-such as drama in English, literature. Students enact story and scenes from classical drama test like Shakespeare, Marlow, T.S. Eliot, Kalidas and Jaydev in drama and dance form. Educational tours are arranged in Drg Painting Department to visit local Chhatas and Haweli, temples and Chhatri. Students of home science learn entrepreneur skills in practical manner. Their handmade items are put on role in sworjgar mela. All these innovative ways make teaching learning reciprocal and interesting experience.

Curriculum Development

Curriculum Developments every department of our college organize seminal, questionnaire, group discussion and field work. Many Deptt. of our college line H. Sc. And drawing display the article prepared by the students. One of the effective example of C.D is practised in our college is teaching drama paper in UG and PG classes the goal is not only to teach prescribed drama but also to teach the core curricular areas using different form of art live mime, dance pantomime, such performance involve varying level of drama live writing, dialogues, designing costumes with light and sound management.

Human Resource Management

As a part of human resource management

at our institutions, we do the following things: 1. Facilitate and encourage faculty and staff to attend conferences. 2. Our head of the institution i.e. the principal has an open door policy for all staff to come and discuss any concerns they might have at any time. 3. Facilitate get-togethers to promote teamwork and collaboration among the staff members. 4. Encourage staff to develop their interpersonal, technical, artistic, and management skills by providing them opportunities to serve on different committees such as the cultural committee, student welfare committee, to name a few.

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

E-governance area	Details
Administration	To facilitate administration online applications sanctions are encrusted letters and reply are sent digitally information and notices are digitally circulated (Group SMS)
Student Admission and Support	The entire process is online. Scholarship application are also filled online.
Examination	Examination forms are filled online. results are also placed 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
2019	Dr. Nisha Shukla	IQAC Workshop	CCS University Meerut	3430
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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)
No Data Entered/Not Applicable !!!						
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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
Leadership Skills organised by ICT academy Chennai at CCS University Meerut	1	21/07/2018	21/07/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	28	0	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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

255100

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		Yes	IQAC
Administrative	No		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 cleanliness in the college campus. Store for surplus furniture was constructed. Under 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	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	English Communication Skill Course	10/09/2018	10/09/2018	10/12/2019	24
2018	Swarojgar Mela	02/10/2018	02/10/2018	09/10/2018	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
No Data Entered/Not Applicable !!!				

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

Lecture was delivered by Dr. S.K. Upadhyay, renowned environmentalist and advisor of CCRAS Ministry of Ayush Govt of India on 28-11-2018. Awareness talks are conducted frequently in assembly on Wednesday.

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
2018	1	1	01/07/2018	45	SBSI	Environmental Sanitation	36
2018	1	1	18/12/2018	1	Matdata Jagrukta	Voting	212
2018	1	1	25/01/2019	1	Matdata Jagrukta	Voting	290

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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	17/06/2018	Reviewed and Revised annually
Magazine	15/04/2019	Enhances the writing skills of staff and students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day Celebration	15/08/2018	15/08/2018	153
Birth Anniversary of Mahatma Gandhi	02/08/2018	02/10/2018	200
Unity Day	31/10/2018	31/10/2018	450
Death Anniversary of Mrs Indira Gandhi	31/10/2018	31/10/2018	450
A session of Silence and Meditation was conducted by Smt. Kiran	14/11/2018	14/11/2018	300
Lecture was delivered by Renowned environmentalist and scientific advisor of CCRAS Ministry of Ayush Govt of India	28/11/2018	28/11/2018	400

Youth Day	12/01/2019	12/01/2019	320
Celebration of Republic Day	26/01/2019	26/01/2019	500
Lecture on Rastravaad by IQAC coordinator	22/12/2018	22/12/2018	220
Teachers Day in English department	05/09/2018	05/09/2018	52
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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 Swachta 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

www.mljnkgirlscollege.co.in/iqac.html

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 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 personal pressures and economic constraint. In this way our vision of imparting education upto the bottom line of the society is well defined. It makes us especially sensitive, helpful and supportive in their guidance. Our faculty emphasises 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

<http://www.mljnkgirlscollege.co.in>

8.Future Plans of Actions for Next Academic Year

- Apply for research project
- Organise National Seminar and Workshop.
- Coaching for competitive exams
- Community outreach programme
- Short-term Certificate Course in English Communication skills
- Short-term course in tailoring and dress deigning or cooking.
- Faculty Development Programme.
- Enhancement of facilities of safe drinking water and toilet cleanliness in college premises .
- Extension of Conference room.
- New subject in UG.