



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | | |
|---|--|--|
| 1. Name of the Institution | | MANOHAR MEMORIAL COLLEGE, FATEHABAD |
| Name of the head of the Institution | | Dr. Gurcharan Dass |
| Designation | | Principal |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 01667220122 |
| Mobile no. | | 8901303693 |
| Registered Email | | mmc1970ftbd@yahoo.co.in |
| Alternate Email | | iqacmmc1970@gmail.com |
| Address | | Manohar Memorial P.G. College, Ratia Road, Fatehabad |
| City/Town | | Fatehabad |
| State/UT | | Haryana |
| Pincode | | 125050 |

| 2. Institutional Status | |
|--|--------------------------------|
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | Self financed and grant-in-aid |
| Name of the IQAC co-ordinator/Director | Dr. Robin Anand |
| Phone no/Alternate Phone no. | 01667220122 |
| Mobile no. | 9468241412 |
| Registered Email | mmc1970ftbd@yahoo.co.in |
| Alternate Email | iqacmmc1970@gmail.com |

| 3. Website Address | |
|--|--|
| Web-link of the AQAR: (Previous Academic Year) | _https://mmcollege.ac.in/files/AOAR2019-20.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://mmcollege.ac.in/IQAC/AcademicCalendar |

| 5. Accrediation Details | | | | | |
|--------------------------------|-------|-------|----------------------|-------------|-------------|
| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
| | | | | Period From | Period To |
| 1 | B | 72.30 | 2003 | 21-Mar-2003 | 20-Mar-2008 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 07-Jan-2006 |
|---|-------------|

| 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 |
| IQAC Meeting-I | 10-Jul-2019 | 20 |

[View File](#)**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--|---------------------------------------|---|-----------------------------|--------|
| Department of Science Manohar Memorial P.G. College, Fatehabad | Assistance for Science Exhibition | Director General Higher Education | 2019 1 | 23000 |
| Department of Chemistry Manohar Memorial P.G. College, Fatehabad | National Seminar | Director General Higher Education | 2019 2 | 100000 |
| Manohar Memorial P.G. College, Fatehabad | Youth Festival Literary and Fine Arts | Directorate of Youth Welfare, CDLU, Sirsa | 2019 2 | 350000 |
| 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 :**

3

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)

? Two Days National Seminar, A National Webinar, Workshops and Faculty Development Program, lectures of experts from different fields Psychology, Economics and Commerce and online competitions in very crucial time of pandemic COVID 19 were organised to motivate the students, staff members. ? Organised Coaching classes at free of cost CSIR NET for M.Sc. Students so that they get

opportunity to clear competition in minimum time. ? A best practice of making Facial Masks and Distributing in villages and slum areas started in very crucial time of pandemic COVID 19. ? To Make the Campus Eco Friendly, IQAC time to time motivated and guided NSS, NCC and Eco Club of the college to carry out various Extension activities during the session to make the campus Eco friendly. ? New Certificate Courses introduced for students and A New Conference hall to conduct Conference, Workshops was established in College Campus.

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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 |
|---|---|
| To Conduct at least one Seminar/Conference by each department on rotation basis | TwoDay National Seminar on Water Conservation: 'Need of the Hour' was conducted by Department of Environment Studies, on 28th and 29th February, 2020 |
| View File | |

14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| College Governing Body | 27-May-2021 |

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

2020

Date of Submission

25-Jan-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)

The college maintains management information system to support its academic activities and administrative operations. We have successfully automated most activities in the college to improve the efficiency of operations. E System is available for the following: Admissions - College MIS

admission modules helps in admission process of all required to complete the admission formality by filling up online admission forms, writing up their academic information on this form. With the help of this module, applicants can choose to submit these applications at their convenience. This is a great advantage to candidates in rural areas and candidates with disabilities. The module helps in collecting the information of this academic admission program. Wise and also helps in making merit lists. It also increases the accuracy and efficiency in work because whole process will go through office program. So this system is highly reliable and eliminates chances of such errors. With this, the students are admitted strictly based on their merit marks.

Leave Record - Through this module, all faculty members of the college apply for all types of leaves. It eliminates paperwork or manual intervention. With the help of online record, all of this can be done in just a few minutes, So on the basis of this record , whole necessary information goes for necessary approval of the same keeping record of total number of leaves consumed by the faculty and the balanced leave available throughout the year.

Library Library is fully computerized and functions through automated KOHA Software. It helps in efficient Data Management and also increased library engagement .It saves the time and also increased the efficiency in work. It helps us to manage the library constructively and removes needless manual practices which eliminate the chances of human error. An organized, neat and systematic library is sure to proper rather than a poorly organized one. The time is saved through this computerized system, can be utilized for other efficient or useful activities in the library.

Accounts - Ledgers, summary, collection reports and pending reports, exam fees collection are maintained through this system. SMS Alerts Any notification, we want to send to the students, can send via SMS through Zimong Software. It helps in sharing information and regularly updates online all the data with high integrated system. It reduces

paper cost, manpower and time. With the help of it, automatically schedule message can send without and delay. College events, festival and birthday greetings can also be sent to parents and students. Digitalization reduces the cost of printing and paperwork every year and saves related expenses and can maintain a history of SMS for future transactions.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college ensures a well- planned curriculum delivery and documentation in very efficient ways. Being an affiliated college, the institution follows the curriculum designed by the affiliating University i.e. Ch. Devi Lal University.

The entire curriculum is available to the Stake-holders on the University/College Website. Academic Planning starts with the very beginning of every academic session. Time table is prepared before the commencement of the classes. The draft of the time table is usually prepared by Time table In-charges of each stream. After compilation, it is displayed on the college website and notice board. College follows an organized system of Curriculum delivery and necessary documentation every year. Ch. Devi Lal University, Sirsa designs the syllabi for various concerns run by the college. The commitment of our college towards complete development of students is social, moral and academic growth. This college has always kept up high standards of education sport and cultural activities. Those visions goals and mission are communicable to all the stakeholders for effective implementation of our vision. Academic planning according to the board objectives of the university is done before start of every year. Our college prepare academic calendar. Every year before the beginning of academic session of work-load and proper time table is ensured by head of department and time table in charges. The work-load is distributed according to DHE norms for teachers and Consonance with the teacher's expertise area of specialization and interest of students in each department of the college. The department's teachers prepare lectures to be delivered in advance and syllabus is covered by respective teachers to ensure timely completion of course content. Every department conducts compensation classes for students to ensure course completion every year. Syllabus uploaded on university website is discussed by teachers and also provided to students for their information.

Before commencement of session the progress of each student is ensured by conducting class tests and assignments in every subject. Although curriculum is designed by the affiliating university (Chaudhary Devi Lal University, Sirsa) and the affiliated colleges don't have any direct power to modify or change the curriculum, yet the faculty members of the college contribute to curriculum planning and development through the Boards of Studies of various subjects. Some of our college teachers as Mrs. Jyoti Kumari, Dr. Robin Anand, Dr. Geetu and Dr. Tripta Mehta are members of UG BOS of their respective subjects of Chaudhary Devi Lal University, Sirsa for the current session.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene | Skill Development |
|-------------|-----------------|-----------------------|----------|------------------------------------|-------------------|
|-------------|-----------------|-----------------------|----------|------------------------------------|-------------------|

| | | | | | |
|--|-----|------------|----|------------------------------------|--|
| | | | | urship | |
| Certificate Course in Vedic Mathematic | Nil | 01/08/2019 | 45 | Entrepreneurship | Basic Knowledge of Vedic Mathematics |
| Certificate Course in CMS (Joomla) | Nil | 01/08/2019 | 45 | Employability and Entrepreneurship | Basic Knowledge of CMS |
| Certificate Course in Fabric Painting | Nil | 01/08/2019 | 45 | Employability and Entrepreneurship | Skill of designing garments with Fabric Painting |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | Nil | Nil |
| No file uploaded. | | |

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 |
|----------------------------------|--------------------------|---|
| MA | Hindi | 01/07/2019 |
| MA | English | 01/07/2019 |
| MA | Economics | 01/07/2019 |
| MA | Punjabi | 01/07/2019 |
| MCom | Commerce | 01/07/2019 |
| MSc | Physics | 01/07/2019 |
| MSc | Chemistry | 01/07/2019 |
| MSc | Mathematics | 01/07/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 60 | 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 |
|---|----------------------|-----------------------------|
| Certificate Course in Vedic Mathematics | 01/08/2019 | 20 |
| Certificate Course in CMS (Joomla) | 01/08/2019 | 20 |
| Certificate Course in Fabric Painting | 01/08/2019 | 20 |

No file uploaded.

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|---|
| BSc | Botany | 122 |
| BSc | Zoology | 122 |
| No file uploaded. | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

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

Feedback Obtained

Feedback from Stakeholders is essential for betterment of any institution. Feedback forms were collected and analysed by IQAC of the institution and discussed with Principal. For the betterment of the institution the institution constantly seeks advice from its stakeholders and analyzes this feedback and submits its report to the Principal and IQAC. To analyze the feedback of the students related to the potential of the college in all the spheres, the Feedback Analysis Committee conducts evaluation of more than 20 of total students. Structured and standardized feedback is collected from the students in a online by college app and offline and sent it is analysed. Then, the data is compiled by statistical tools or manually and review whole collected responses. If any grievance or the corrective action is required, then the appropriate department takes necessary initiatives and proposes corrective actions to the Principle. This is how stakeholder's feedback become instrumental in curriculum enrichment as per stakeholders needs. Although, the college offers need based enrichment programmes the faculty take care of enriching and supplementing those parts of the syllabi that have become obsolete with latest resources and knowledge. The college collected feedback from students in various aspects like infrastructure, canteen facility, sports facility learning environment and teaching learning process etc on regular basis. Informal feedback is obtained by the teachers in their classrooms. College office sent teachers feedback to the board of studies of the university and made changes in the curriculum accordingly. Effective Feedback structure encourages the instructor and helpful in improving motivation and increased developmental efforts for the growth of the institution. And it strongly relates to employee satisfaction and helpful in increasing overall productivity in whole areas. Suggestion Boxes are also provided in each teaching block of the college for making the teaching learning process more effective. Syllabus Coverage- feedback regarding syllabus coverage is also gathered from the individual subject wise teacher. It is realised from feedback that every teacher completes his/her syllabus on time. Student Feedback is a rich and valuable source of information for both formative and summative purposes. Hence, analysis and consequent improvement is a key component for enhancing the quality framework of the institution. In the current session the feedback from

mostly students was collected online.

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 | General & Honours | 840 | 1829 | 682 |

[View File](#)

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 | 2718 | 477 | 72 | 4 | 28 |

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 |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 104 | 104 | 7 | 5 | 1 | 6 |

[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)

A Best Practice to create informative association through mentoring the students introduced in this session. All the departments maintain the records of class tests, attendance and assignment of students for reviewing the performance of the students. The college has a well structured monitoring system. Every department assigns a teacher to maintain the profile of the students to monitor their academic and soft skills gaps and progress. Small batches of students are allotted to the tutors who are personally guided and counsel by them. On the basis of their academic and personal record, they are categorized as Advanced Learners, Slow Learners, Reserved Categories and Female Students. The institution follows the Student-Tutor Mechanism in all the classes. Tutors interact with students in their initial lectures and assess them for grouping into Advanced Learners and Slow Learners. The Tutor provides them individual attention and one-to-one counseling to address their personal, emotional, professional social issues which also help to reduce the dropout rate. Performance of the students is regularly monitored by the tutors and suitable corrective measures are taken as and when required. Thereafter suitable remedial means like extra classes, tutorials and counseling sessions are organized to cater to the needs of these special categories. Advanced Learners are encouraged to visit the Library. They are motivated to use text books and reference books by organising several programmes like exhibition of available books on various occasions, Book Review Competitions, Wall Magazine Competition etc. Tutors lay great emphasis on the overall personality development of students and motivate them to participate in games, sports and curricular activities. Field Visits in NSS camps, Educational tours other Universities and HEIs are organised to give them real life exposure of work culture. Guest lectures and workshops on hard and soft skills both are organised to make them employable.

Number of students enrolled in the

Number of fulltime teachers

Mentor : Mentee Ratio

| | | |
|-------------|-----|------|
| institution | | |
| 3195 | 104 | 1:31 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 115 | 104 | 11 | 84 | 22 |

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 |
|-------------------|---|---------------------|---|
| 2019 | Dr. Gurcharan Dass | Principal | YRC Shield to College by Hon'ble Governor Of Haryana in devoted services i.e. Youth Red Cross |
| 2019 | Dr. Surender Pal Singh | Assistant Professor | State award in appreciation of devoted services i.e. Youth Red Cross |
| 2019 | Dr. Vijay Goyal | Assistant Professor | Appreciation letter from District AIDS Control Society |
| 2019 | Sh. Vinod Kumar | Assistant Professor | Appreciation letter from Ministry of Sports and Youth |
| 2019 | Sh. Vinod Kumar | Assistant Professor | Appreciation certificate from District Administration Fatehabad |
| 2020 | Dr. Ram Gopal | Assistant Professor | Appreciation certificate from District Administration Fatehabad |
| No file uploaded. | | | |

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 |
|----------------|----------------|----------------|--|---|
| | | | | |

| | | | | |
|---------------------------|----|----|------------|------------|
| BA | BA | VI | 20/09/2020 | 30/10/2020 |
| View File | | | | |

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

Evaluation process for internal assessment is done by the respective departments. The senior faculty assists and guides the younger faculty regarding the same. At times, wherever required, the Coordinator of Spot Evaluation issues guidelines for evaluators according to guidelines received from university which helps in making the evaluation process standardized. Conduct of unit tests is done at the institutional level. Faculty members apprise the students about the evaluation process in their respective classes. Evaluated assignments and class-tests are returned to them for a short period, during which, students' doubts regarding evaluation are cleared. A Grievance Redressal Committee is constituted for examination to solve issues related to results and university work. Grievances connected with evaluation are taken up by the Examination Redressal Committee of the college. Ch. Devi Lal University adopted the Semester System of teaching in UG/PG classes in 2011. The college has planned to conduct class test and prepare internal assessment according to set uniform standards of evaluation for the students. The examination branch has switched from manual work to computerized system for preparing record of evaluation and internal assessment. After getting data from teachers regarding assessment and practical examination awards, it is uploaded on university portal. This is one of the major reforms in examination branch in session 2019-20.

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

The college informs the students about the university notices and circulars related to the examinations from time to time through students' notice board as well as departmental notice boards. The basic Academic Calendar is provided by the University. It is displayed well in advance on the college notice boards in the college. The institution prepares Academic Calendar in coordination with IQAC, incorporating the latest topics and skills required by the students in the form of guest lectures, workshops, seminars etc. after a thorough analysis of the feedback taken from the stakeholders from time to time. Thereafter, Teaching Schedules are planned by each department for odd and even semesters respectively in the departmental meetings. Ground Time-Table is prepared by Time table Committee specially constituted for this purpose. Thereafter, the respective HODs prepare the Time Table of their department and disseminate the same. The entire syllabus is unitized as per the month-wise availability of teaching days and lesson plans are prepared. The college provides a date bound schedule for the submission of Assignments. All the departments conduct internal examinations and the students are informed well in advance about these examinations. Class Tests are conducted in a phased and planned manner keeping in view the class-size and number of subjects being studied by each student. Evaluation of Class-Tests and Assignments is time-bound. The results are displayed on notice boards of departments where they can be freely accessed by the students. Academic calendar, in which academic as well as proposed extra Co- Curricular activities are mentioned, is uploaded on website through IQAC.

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://mmcollege.ac.in/IQAC/ProgrammeOutcomes>

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 |
|---------------------------|----------------|--------------------------|---|---|-----------------|
| BA | BA | General & Honours | 404 | 300 | 74.2 |
| View File | | | | | |

2.7 – Student Satisfaction Survey

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

<https://mmcollege.ac.in/feedback/ActionTakenReport>

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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 0 | Nil | 0 | 0 |
| No file uploaded. | | | | |

3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|--|---------------------------|------------|
| One day workshop on CSIR NET Preparation for M.Sc. Students | Department of Mathematics | 12/10/2019 |
| One day workshop on Research Paper Writing for teachers and Students | Department of Chemistry | 04/11/2019 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | |

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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Nil | Nil |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|-------------------|--------------|-----------------------|--------------------------------|
| International | Home Science | 2 | 0 |
| National | English | 1 | 6.2 |
| International | Chemistry | 4 | 6.2 |
| No file uploaded. | | | |

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

| Department | Number of Publication |
|---------------------------|-----------------------|
| Environmental Science | 1 |
| Hindi | 3 |
| Commerce | 1 |
| Health Physical Education | 1 |
| 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 |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| Nil | Nil | Nil | Nil | 0 | Nil | Nil |
| 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 |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| 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 | 10 | 96 | Nil | Nil |
| Presented papers | 2 | 34 | Nil | Nil |
| Resource persons | Nil | 2 | Nil | Nil |
| No file uploaded. | | | | |

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 |
|--|---|--|--|
| Making and Distribution of Face Masks during COVID 19 | Department of Home Science, Fashion Designing | 4 | 50 |
| View File | | | |

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 |
|---|---|------------------------------|---------------------------------|
| Services under Youth Red Cross | State Award to Dr. Surender Pal Singh | Haryana Red cross Society | 100 |
| Youth Parliament and Voter awareness | Appreciation Letter | District Administration | 200 |
| 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/Agen cy/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---------------------------------------|---|---|---|---|
| Swachh Bharat Summer Internship | NCC and NSS units of MM College in collaboration with Ministry of Health, India | Awareness Programme in Village Ayalki | 3 | 120 |
| View File | | | | |

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|-------------|---|----------|
| National Seminar on Water Conservation: Need of the Hour | 197 | Directorate of Higher Education, Haryana, Panchkula | 2 |
| University Youth Festival of Literary and Fine Arts | 370 | Ch. Devi Lal University, Sirsa | 2 |
| 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 |
|-------------------|----------------------|---|---------------|-------------|-------------|
| Nil | Nil | Nil | Nil | Nil | 0 |
| 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 |
|----------------------------------|--------------------|--|---|
| MDSG Girls College, Ambala City | 14/09/2019 | Mentorship Program under the UGC scheme PramarsH | 3000 |
| Zimong Software Pvt. Ltd., Sirsa | 10/07/2019 | Training to Staff Students | 3000 |
| 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 |
|--|--|
| 2000000 | 1892127 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Seminar halls with ICT facilities | Existing |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| No file uploaded. | |

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 patially) | Version | Year of automation |
|---------------------------|--|-----------|--------------------|
| Koha | Fully | 3.12.2015 | 2012 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|-----------------------|------------|--------|-------------|------|--------|--------|
| | Text Books | 44496 | 8431151 | 543 | 244797 | 45039 |
| Reference Books | 1029 | 684476 | Nill | Nill | 1029 | 684476 |
| e-Books | Nill | Nill | Nill | Nill | Nill | Nill |
| Journals | 22 | 31380 | Nill | Nill | 22 | 31380 |
| e-Journals | 6087 | 16500 | Nill | Nill | 6087 | 16500 |
| Digital Database | 1 | Nill | Nill | Nill | 1 | Nill |
| CD & Video | 306 | 21295 | 8 | 1600 | 314 | 22895 |
| Library Automation | 1 | Nill | Nill | Nill | 1 | Nill |
| Weeding (hard & soft) | Nill | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | | |

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 |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| Nil | Nil | Nil | 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 | 180 | 5 | 1 | 1 | 0 | 0 | 14 | 350 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 180 | 5 | 1 | 1 | 0 | 0 | 14 | 350 | 0 |

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

| |
|--------------|
| 0 MBPS/ GBPS |
|--------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| Nil | Nill |

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 |
|--|--|--|--|
| 800000 | 725446 | 200000 | 187694 |

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 Institution has standard procedure for augmentation, up gradations and maintenance of the infrastructure for physical, academic and administrative facilities. Various committees like Purchase Committee and Dispose off Committee give recommendations in purchase, repair and upkeep of infrastructure. The institution is well aware about the fast pace changes that the teaching learning process is undergoing. It realizes that to make the process of teaching-learning effective, infrastructure plays a very important role. Consequently, fully equipped laboratories, library, seminar and comfortable, spacious classrooms remain a priority. The Policy of the college regarding infrastructure is consistent with the needs that arise as a result of academic development. Its salient features are Need based feedback from stakeholders is taken for enhancement of infrastructure. The management evaluates and approves the proposal given by the Principal in governing body meetings, thereby allocating the budget for strengthening the facilities. The concerned committee utilize and monitor the grants received from various funding agencies. Infrastructure is created and enhanced to meet the need of world class quality education and co-curricular activities. College has a fully established stadium, basket ball ground which are open for the society.

<https://mmcollege.ac.in/IQAC/ProceduresandPolicies>

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 | PMS FOR SC and BC STUDENTS | 664 | 6074116 |
| Financial Support from Other Sources | | | |
| a) National | Prabha Batra Scholarship | 13 | 45340 |
| b) International | Nil | Nil | 0 |
| 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 |
|---|------------------------|-----------------------------|-------------------|
| Programme HAR GHAR YOGA on International Yoga Day | 24/06/2020 | 100 | College Level |

| | | | |
|-------------------------------------|------------|-----|----------------------------------|
| Capability Enhancement through Yoga | 21/06/2020 | 100 | Ministry of Ayush Govt. of India |
| No file uploaded. | | | |

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 | Career Guidance and Placement | 21 | 120 | 21 | 21 |
| 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 |
|---------------------------|--------------------------------|---|
| 6 | 6 | 4 |

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 | Indian Army | 8 | 8 |
| View File | | | | | |

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 | 3 | B.Lib. | B.Lib. | CDLU, PU | MA, M.Lib. |
| 2019 | 2 | FD | Diploma | CDLU | B.Sc. FD |
| 2019 | 22 | Science | B.Sc. | KUK, CRSU, CDLU | M.Sc., B.Ed. |
| 2019 | 94 | Commerce | B.Com | IGNOU, GJU, CDLU | M.Com., M.B.A. |
| 2019 | 76 | Arts | BA | CDLU, M.M. College, PU | MA, B.Ed. |
| No file uploaded. | | | | | |

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 | 15 |
| Any Other | 5 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|--|------------|------------------------|
| Talent Search Competition (Dance, Speech, Quiz) | College | 140 |
| Talent Search Competition(Singing) | College | 20 |
| University Youth Festival(Litrary and Fine Arts) | University | 370 |
| Mehndi Competition | College | 34 |
| Nukkad Natak on Voters Day | District | 10 |
| Chocolate Making Workshop | College | 60 |
| Literary and fine arts workshop cum Competition | University | 6 |
| Poster Making Competition Under 'SVEEP' | College | 12 |
| Annual Athletic Meet | College | 196 |
| No file uploaded. | | |

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 |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Bronze | National | 1 | Nil | 3261720040 | Manisha |
| View File | | | | | | |

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

State Government of Haryana does not make a provision for any Student Council or similar type of body. Students are included in various Subject Societies and clubs. As and when required students are also taken in other associations and their suggestions are invited. Two students from the college were invited to participate in peer group training on AIDS under NSS and RRC and give suggestions in department level meetings held in the college on different topics. The students act as members of various academic and administrative bodies of the college such as College magazine, NSS advisory committee, stage management and general organisation. Student representation is ensured through Student Editors in College Magazine Office-Bearers of different Clubs/Societies/Associations and Students Representative in IQAC Feedback

Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

43

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Online meeting of Alumni and retired Professors of College through Google Meet was organised on 05 June 2020.

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)

Decentralization and participative management practices: the organizational structure of the institute is based on the noble ideals of equal division of labour and responsibility with authority. Hence the institute conducts all its administrative and academic activities accordingly. 1 For smooth and effective administration of the institute, the college has designed top to bottom and vice versa structure. Some senior faculty members have been designated as Deans for taking care of various administrative activities like admissions, fees concessions, cultural etc. 2 The college has designated one senior faculty member as Incharge, admissions for the effective and smooth conduct of admission processes. 3 The regular staff members and Heads of the departments are assigned duties by the Principal regarding the Time-Table, Unitization of Syllabus, Purchasing of new equipment's, faculty exchange with other institutes, association activities. All subject associations and other clubs/association in charges enjoy operational autonomy in the day to day working and have a free hand in organization of various events, after discussion with the Principal. 4 To promote participation of the staff in policy making and decision making, regular meetings of the staff-council are conducted wherein each staff member has an opportunity to share his/her views.

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 | The College understands its responsibility of reaching out to the students belonging to every strata of life and hence formulates its policies accordingly. Admission of the students is done strictly according to the norms of the governing agencies. College |

| | |
|--|---|
| | <p>publishes its prospectus for the admission of students in various courses provided and Admission Committee of the faculty is formulated for each course differently which checks the admission eligibility of the candidate and guides the student in the whole process of the admission.</p> |
| Industry Interaction / Collaboration | <p>Although no direct linkage has been established by the college with any industrial unit yet Departments at its own level, yet invite various representatives of business houses to have interaction with the students and give them first-hand knowledge.</p> |
| Human Resource Management | <p>The College is very much conscious of the value of the human resource management and its development. College provides the faculty all the benefits according to the service rules framed by the Higher Education Department, Haryana.</p> |
| Library, ICT and Physical Infrastructure / Instrumentation | <p>Enrichment of the library, augmentation of the physical infrastructure and maintenance of the equipment's is a continuous process in the college.</p> |
| Research and Development | <p>Teachers of the college are encouraged for research activities and support is provided for the same. 75 Faculty Members Participated in International and National Seminars. Out of these, 18 faculty members presented their papers.</p> |
| Examination and Evaluation | <p>For examination and evaluation processes, the college has a separate branch i.e., Examination Branch headed by faculty member designated as Controller of Exam. The university provides guidelines for semester system examinations and its evaluation. The college adopts them in totality.</p> |
| Teaching and Learning | <p>For the effective teaching and learning processes. The college has designated a Senior Faculty member as Dean Academic Affairs.</p> |
| Curriculum Development | <p>Being an affiliated college of Chaudhary Devi Lal University, Sirsa, the college adheres to the curriculum prescribed by the university in all the courses. But there are provisions in the university administration for the development of the curriculum through Academic Council and PG and UG Board of Studies. So, a number of faculty</p> |

members contribute to curriculum as members of these bodies. In the current year Mrs. Jyoti Kumari, Dr. Robin Anand, Dr. Geetu and Dr. Tripta Mehta have contributed to the curriculum development of their respective fields as Member Board of Studies.

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

| E-governance area | Details |
|-------------------------------|--|
| Planning and Development | The decisions of various bodies engaged in Planning and development are suitably communicated to the stakeholders on the college portal so that implementation is done in letter and spirit. |
| Administration | The entire administrative structure has been linked to software. The information is thus shared with the concerned person, without any delay. This facilitates fast and speedy execution of administrative jobs. |
| Finance and Accounts | The entire accounting system is operated through Telly software. Reconciliation and Internal Check gets effectively operated through the software. Deposit of fees and other financial statements are made prepared and generated instantly. |
| Student Admission and Support | For admission, College has hired a software from Zimong software private limited, Sirsa which details the admission process. Admission of the students is done online and record of the students is also uploaded. |
| Examination | The Examination Branch has switched from manual work to computerized system for preparing record of evaluation and internal assessment. |

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 |
|------|-----------------|--|--|-------------------|
| 2020 | Dr. Vijay Goyal | National Conference of 'Application of Mathematics in Physical Sciences' | Arya Kanya Mahavidhlya, Shahabad | 1200 |
| 2020 | Dr. Sumangla | National | BLJS College, | 460 |

| | | | | |
|-------------------|-----------------------|--|-------------------------------|------|
| | Vasishta | Seminar of 'Hindi Bhakti' | Tosham Bhiwani | |
| 2020 | Dr. Sumangla Vasishta | E Learning Technologies pedagogical Innovations | HRDC GJUS7T, Hisar | 1000 |
| 2020 | Dr. Ram Gopal | E Learning Technologies pedagogical Innovations | HRDC GJUS7T, Hisar | 1000 |
| 2019 | Dr. Rajni Verma | Short Term Course in 'Capacity Building' | HRDC, KUK | 1000 |
| 2019 | Dr. Rajni Verma | International Seminar on 'Glorious Legacy of Guru Nanak in the era of Globalization' | Punjab University, Chandigarh | 1660 |
| No file uploaded. | | | | |

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) |
|-------------------|--|---|------------|------------|---|---|
| 2019 | Workshop on 'Research Paper Writing Ethics' | Workshop/ Training session on 'ERP Portal /MIS' | 15/11/2019 | 16/11/2019 | 28 | 14 |
| No file uploaded. | | | | | | |

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 FDP on Education through Virtual Classrooms, MOOCs and E Learning | 1 | 18/05/2020 | 22/05/2020 | 5 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 19 | 85 | 15 | 46 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------|--------------|----------|
| 1 | 3 | 4 |

6.4 – Financial Management and Resource Mobilization

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

System of internal check has been evolved in the routing of finance. Various purchase committees ably supported by Bursar monitor maintenance of accounts, auditing of accounts is done by a qualified Chartered Accountant. Teams of DHE and other govt bodies also conduct their respective audit of the funds provided by them.

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 |
|--|-------------------------------|---------|
| Nil | 0 | Nil |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

| |
|---|
| 0 |
|---|

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 | Yes | DHE Panchkula | Yes | Chartered Accountant |

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

| |
|-----|
| Nil |
|-----|

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

- Fees Concession for wards of the staff
- Staff quarters to IV Class employees
- Winter and Summer Liveries for supporting staff

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

- The number of Faculty Members increased in all streams by adding new Teaching Staff on regular as well as contractual basis.
- New PG courses in Arts, Science and Commerce and UG courses in Science stream introduced.
- Facilities for students like Indoor and Outdoor Stadium, Language Lab, Computer Labs, Science Labs, Seminar Hall, Conference Room and Smart Class Rooms established.

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 |
|---------------------------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2019 | IQAC Meeting I | 10/07/2019 | 10/07/2019 | 10/07/2019 | 20 |
| View File | | | | | |

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 |
| Extension Lecture on International Women's Day | 07/03/2020 | 07/03/2020 | 75 | 20 |
| NCC girls Wing on Republic Day/Independence Day | 26/01/2020 | 26/01/2020 | 20 | Nil |
| Inter College Kabaddi Tournament (Women) | 03/10/2019 | 04/10/2019 | 70 | Nil |
| On spot painting, Rakhi Sajao, Mehandi Competition by Women Cell and Department of Home Science | 10/08/2019 | 10/08/2019 | 127 | 5 |

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 |
|---|
| The college has taken various initiatives regarding environmental consciousness and sustainability. These are: • A Cleanliness drive was organised by NSS and NCC units of the college under Swachh Bharat Summer Internship (SBSI). • One of the best practices to minimise traffic and pollution started in 2017-18 in which students and staff members come to college by a pool or without vehicles. • Electricity generation through Solar plant System of capacity of 48.6 KW was established in 2017-18. • Tree Plantation on World Environment Day. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------|--------|-------------------------|
|-----------------|--------|-------------------------|

| | | |
|-----------------------------|-----|---|
| Physical facilities | Yes | 6 |
| Ramp/Rails | Yes | 6 |
| Braille Software/facilities | Yes | 1 |
| Rest Rooms | Yes | 6 |
| Scribes for examination | Yes | 2 |

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 |
|-------------------|--|--|------|----------|--------------------|------------------|--|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|-----------------|---------------------|--|
| Code of Conduct | 02/07/2019 | <p>CODE OF CONDUCT FOR STUDENTS The College expects the students to adopt a Goal oriented, mature and professional approach to their future and their general conduct around the college and studies. We expect students to abide by the Code of Conduct as given below: 1. Every student is required to wear his / her Identity Card visibly / well - displayed at all times during college hours. Unable to produce the Identity Card, issued by the College or refusing to produce it On Demand by Campus Security Guards or other authorities will be deemed an offence. 2. Students are required to dress in a dignified manner that is appropriate and suitable for an Academic Environment. 3. Students are not permitted to use the mobile phone within the Corridors and classrooms. Switch off</p> |

Mobile. Phones on the college campus and keep them out of sight in the classes. 4. Students are expected to keep the campus neat and clean. Do not drop or leave litter around the college campus and put it into the dust bins provided everywhere. 5. Students are expected to treat all members of the college community with honour, respect and courtesy.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|-------------------------------|---------------|-------------|------------------------|
| Blood Donation Camp | 07/08/2019 | 07/08/2019 | 50 |
| Celebration of Voters Day | 25/01/2020 | 25/01/2020 | 150 |
| Face Mask Making Distribution | 10/04/2020 | 30/06/2020 | 30 |
| No file uploaded. | | | |

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

- Tree Plantation on Regular Yearly Basis by NSS and NCC units of the college.
- Minimum Use of packaged Water Bottles, Presentation of Plants in Pots instead of Bouquets.
- A Number of one day camps were organised to clean the college campus and to make the students aware about health and hygiene.
- Activities under the Best Practice 'Manohar Kadam Swachhta Ki Or' started in Previous year and a Campaign started by department of Home Science to reduce avoid use of plastic
- Some departments of college have started to take Assignments of students for internal assessment are in power point presentations and soft copies to minimise the use of paper and motivating students towards save trees?

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1 Making and Distribution of Face Masks during COVID 19 2 To Create Informative Association through Mentoring

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

<https://mmcollege.ac.in/IOAC/BestPractices>

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

The main focus of the college is to serve the society through education. Like a beacon, guiding the philosophy of nurturing a healthy human resource that is endowed materially, intellectually, morally and spiritually, the Institution continues to spread the light of knowledge. Apart from excelling in academics and co-curricular activities, the college never fails to sensitize students and

staff towards various problems and concerns faced by the society. Some achievements with regard to co-curriculum activities of our college are given as follow: • Blood Donation Camp, Environment Protection Schemes and Programmes of cleanliness Drive and Voter Awareness are taken up by the college and have suitably been appreciated by the District Administration. • Our student Preet Singh, M.A. I got gold medal in Inter College Wrestling (84 kg) held at Tigon (Faridabad). • Our student Pardeep, B.A.III, Harjinder, B.A.III participated in All India Cross Country. • Anil, B.A.III got Gold Medal in All India Wrestling (61 kg) Free Style tournament held at G.J.U.S amp T, Hisar. • Mohit, B.A.II, Vikas Yada, B.A.III, Rohit Malik, B.A.I participated in All India Tug of War. • Renu, B.A.I, Pinki, B.A.II, Arzoo, B.A.I, Pooja, B.A.II, Manisha, B.A.I, Preeti, B.A.II, Tannu, B.A.II, Kanchan, B.A.III, Manju, B.A.I got first position in Inter College Wrestling (W) Championship . • Mayank, B.A.III, Aman, B.A.I, Aakash, B.A.I, Parveen, B.A.I, Rohit Malik, B.A.I got first position in Wrestling (Greco Roman) Men. • Anil, B.A.III, Mohit, B.A.II, Preet , M.A.I, Ankit, B.A.II, Vikas, B.A.III got first position in Wrestling (Free Style) Men . • Ashish Malik, B.A.III, Parveen, B.A.III, Ankit, B.A.I, Sumesh, B.A.I, Naveen, B.A.I, Ajaybir, F.D. , Namandeep, B.A.I, Amit, B.A.II got first position in Inter College Kabaddi (M) tournament and all players selected in University Team selected in University team, CDLU, Sirsa. • Seema, B.A.II, Kusum, B.A.III, Ritu, B.A.III, Kafi, B.A.II, Parveen, B.A.II got first position in Inter College Kabaddi Championship (W) and selected in University team, CDLU, Sirsa. • Namandeep, B.A.I, Amit, B.A.II won Bronze Medal in All India Circle Kabaddi. • Manisha, got Silver Medal in All India Wrestling (Women) held at C.B.L.U., Bhiwani. • Preet, Manisha, Anil won Bronze Medal in Under 23 in National Wrestling Tournament held at Shirdi. • Priya, B.Sc. participated in Inter College Shooting and got 3 rd position and Participated in Inter University. • Amit Kumar, Ajaybir, Sumit, Amandeep got First position in Inter Collegiate State Tournament National Style Kabaddi (M) Helimandi, Gurugram and won Gold Medal. • Aman Kumar, B.A.I got Silver Medal in 72 kg weight category Greco Roman Style in • 'Khelo India University, Kalinga Institute of Industrial Technology, Bhuvneshwar (Udisa) on 27.02.2020. • Ajay Kumar, B.A.III, Pankaj Kumar, B.A.II selected in All India Inter University Hockey 5 S (Men) team by Ch. Devi Lal University Sirsa. • College organises National Seminars, Online Webinars, Extension lectures and a number of extension activities for overall development of students • Our College hosted University Youth Festival (Literary and Fine Arts) of Ch. Devi Lal University and won trophy.

Provide the weblink of the institution

<https://mmcollege.ac.in/IOAC/InstitutionalDistinctiveness>

8.Future Plans of Actions for Next Academic Year

Keeping in view the Digitalisation Programmes taken up in almost every field and the need of time is felt Internal Quality Assurance Cell of Our Institution is planning to implement the following things as • To suitably equip our students and staff with regard to use of IT tools and gadgets. For this college ne eds to be approached for providing suitable man power in this regard to polish such traits in students • To introduce UGC sponsored Certificate courses in Skill development in fields of IT, Telecom, Yoga and Banking. • To introduce a Degree/Diploma Course in Yoga and meditation. • To introduce a degree Course in Health and Physical Education i.e. B.P. Ed. Course and M.A. Music (Vocal) for the students. • To get a Lease Line Facility of at least 50 MBPS speed and WIFI facility for students in College Campus. • To Convert class rooms in Smart Class rooms with latest technologies and equipped with ICT facilities. • To arrange more Workshops, Faculty Development Programme to improve Research and Innovations. • To improve Physical facilities for staff members like more Washrooms for Ladies Staff and Girls. • To set up a Solar Energy Panels of

capacity 15 K.W. in coming session to compensate energy requirement in college campus.