



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	01667220122
• Mobile no	8901303693
• Registered e-mail	mmc1970ftbd@yahoo.co.in
• Alternate e-mail	iqacmmc1970@gmail.com
• Address	Manohar Memorial (P.G.) College, Ratia Road, Fatehabad
• City/Town	Fatehabad
• State/UT	Haryana
• Pin Code	125050
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Ch. Devi Lal University, Sirsa				
• Name of the IQAC Coordinator	Dr. Robin Anand				
• Phone No.	01667220122				
• Alternate phone No.	8950123924				
• Mobile	9468241412				
• IQAC e-mail address	iqacmmc1970@gmail.com				
• Alternate Email address	mmc1970ftbd@yahoo.co.in				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://mmcollege.ac.in/files/AQAR2020-21.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://mmcollege.ac.in/IQAC/AcademicCalendar				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.30	2003	21/03/2003	20/03/2008
6. Date of Establishment of IQAC			07/01/2006		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>*Five UGC sponsored Certificate Courses under NSQF in Retails, Tele Com, IT, Health Care and Banking introduced. *Alumni Association of the College registered under Haryana Society Registration Act. * Renovation of Seminar hall, auditorium, New Washrooms for Ladies, Parking Area and sports ground done. Three new LCD projectors purchased. * Convocation of Under Graduates and Post Graduates of session 2011 to 2017 was organized. * A number of National Webinars/Web Talk/Online Extension Lectures were organized by various departments of college in collaboration with IQAC.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To Conduct Online Seminar /Conference /Webinars/ Invited Talks by each department on rotation basis	Online webinars, seminars, web talks, workshops, quiz were organized by different departments and cells of college.
To Organize College Convocation of UG/PG pass out Students.	In March 2021, Convocation for UG/PG pass out students of session 2011-14 to 2014-17 organized.
To organize Awareness programs about COVID 19 and Vaccination	A number of awraeness programms online as well as offline

	organised by the college to aware people. To serve society 3 Vaccination camps of COVID 19 were organised by Youth Red Cross unit of college in collaboration with local administration .
To make people aware about National Education Policy 2020.	A state level one day Seminar was organized on National Education Policy 2020 by Department of Computer Science.
To register Alumni Association under Society Registration Act and Conduct Alumni Meet	College Alumni Association was registered under Haryana Society Registration Act and Alumni meet organized on 11.06.2021 in online mode in which 80 Alumni participated
To introduce Skill Oriented and Value added Certificate Courses	Five UGC sponsored Certificate Courses in Banking, Telecom, IT, Health Care and Retail under NSQF introduced in the session 2020-21.
To start Earn While Learn Scheme for needy students.	In March 2021, a scheme of 'Earn while Learn' introduced by college. 5 students were given remuneration for help in office work.
To provide the Physical facility of ICT use to the students	3 ICT projectors installed in arts, science and Commerce Faculty seminar rooms to provide more facility to teachers and students.
To obtain Feedback from Students, Alumni, Teachers and Employer	Online as well as offline Feedback received from students and alumni. After analyzing feedback necessary actions taken.
To Make the Campus Green and Eco- Friendly	Tree plantation and Polythene free campaign were started under 'Vriksha Bandhan' program, at an initiative by Haryana Govt.

13. Whether the AQAR was placed before statutory body?	No				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>College Management Office Bearers</td> <td>25/12/2021</td> </tr> </tbody> </table>	Name	Date of meeting(s)	College Management Office Bearers	25/12/2021	
Name	Date of meeting(s)				
College Management Office Bearers	25/12/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>09/02/2022</td> </tr> </tbody> </table>	Year	Date of Submission	2020-21	09/02/2022	
Year	Date of Submission				
2020-21	09/02/2022				
Extended Profile					
1. Programme					
1.1 Number of courses offered by the institution across all programs during the year	16				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
2. Student					
2.1 Number of students during the year	3329				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Institutional Data in Prescribed Format</td> <td>View File</td> </tr> </tbody> </table>	File Description	Documents	Institutional Data in Prescribed Format	View File	
File Description	Documents				
Institutional Data in Prescribed Format	View File				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	970				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				

2.3	1054
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	79
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	92
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	65
Total number of Classrooms and Seminar halls	
4.2	11198131
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	160
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The College has the mechanism for delivery and documentation of the	

curriculum set by the Choudhary Devi Lal University, Sirsa to achieve the educational, social and cultural objectives. The process involves a number of specific decisions taken at the Departmental Committees to determine workload, allocation of the work and preparation of Time Table. Every department has the space to intervene to enhance and enrich the learning and learning outcomes- research and knowledge -through the curriculum. Departments organize Seminars, Conferences, Workshops and projects to supplement and complement the prescribed curriculum in a better way. The curriculum is further documents and effectively delivered by the use of ICT tools and e-resources by the faculty. The self-financed courses, BA (Hons) Punjabi, B.Sc. NM, B.Sc. Medical, B.Sc. Computer Science. B. Lib., MA, M.Sc. and M. Com deliver and documents both theoretical and applied knowledge. Within the first fortnight of the opening of the semester, the Academic Calendar and the Schedule for submission of Internal Assessment Data are issued by the Administration . Departments organize their academic tasks and activities accordingly. These mechanisms ensure the smooth and effective delivery and documentation of the curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

An academic calendar is prepared by the College at the beginning of Academic Session in consonance with the University Calendar consisting of various curricular and co-curricular activities. The calendar is uploaded on college website. It is updated and revised with respect to any changes suggested by the university. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

Compliance of Continuous Internal Evaluation with Academic Calendar

1. Classes and Lab time-table - Time table In charges of different Streams prepare the time table as per the guidelines of affiliating university and the academic calendar prior to the start of the semester. Time-table is uploaded on the college portal.

2. Internal Examinations- The Schedules of Class Test is announced

in advance, by Controller of Exam of the college. To make further compliance, exam sheets are checked within three days after the commencement of each examination. Internal viva and practical exams are conducted by respective departments before/after the pre university examinations.

3. Class Test Paper Setting- The paper of internal exams is set by concerned faculty.

4. Class Test sheets evaluation- The answer sheets are checked in each department faculty wise

5. Assignments - In addition to the tests, assignments are also the part of Continuous Internal Evaluation. Assignments are provided to students and response sheets are fully assessed by the teacher concerned.

6. University Exams- The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards and through whatsapp also.

7. Student feedback - At the end of academic session students submit their feedback for each subject through online feedback forms.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

13

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

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

158

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

College curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum.

1. Gender Sensitivity: College organizes seminars, conferences, guest lectures, exhibitions, and literary activities that help in gender sensitization during the academic session.

2. Environment and Sustainability: A compulsory core course on Environment studies is included in all UG programmes. Environment awareness camps, seminars, workshops, guest lectures are organized. Environment Day is celebrated as scheduled.

3. Human Values and Professional Ethics: The curriculum has the following compulsory core courses in all UG programmes specially focused on the development of human values and professional ethics:

(i) Co-curricular Activities (for all-round development of personality)

(ii) Environment Studies (for environment consciousness and its impact on everyday life)

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://mmcollege.ac.in/feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://mmcollege.ac.in/feedback/ActionTakenReport

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1453

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

674

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners.

All Under Graduate and Post Graduate courses need students to think critically. Each student is unique hence, it is expected that students are unique to their IQ and their intellectual level are also unique. Courses which require critical thinking always aims at helping students to nurture their skills and also their intellectual habits acquired through their upbringing and the entire socialization process. A slow learner is not a student who has a mental health disorder but a different mode of out in class. We can define slow learners to those students who are able to learn necessary academic skills, but at rate and depth are comparatively below average to their same age peers. We can also say that slow learner means those who could not keep pace with the classroom teaching needs extra attention so as to bring such students at par with the rest of the students of the class. Because of teacher sticks to an ivory tower, most slow learners are usually left behind in the course of semester. They can be identified on the bases of their IQ and also their performance in University Examination of previous semester and internal examinations. Their academic performance can be improved by applying some strategies like, conducting Remedial / Extra classes on the topics in which the students are found to be slow learners, concerned subject teacher can academic counseling to Individual, Student helpdesk. peer - to - peer learning by forming students study group , Personal counseling , mentoring, scheme in which teacher guardian mentors maintain the entire academic record of the student which is also conveyed to the parents time to time , Slow learners are counseled and motivated by the mentors. Psychologists are invited to tackle the sensitive issuses which students face especially girls students. Students are motivated time to time to take part in different kinds of activities such as quiz, debate, poetic recitation and so on. Students who are ahead on the learning curve and require advanced technical knowledge

are defined as Advanced Learners. They can also be identified by the bases of the performance in University Examination of previous semester and internal examinations.

Following special activities can be conducted for Advanced Learners:

- Guiding for career planning.
- Discussion or seminar on the advanced topic.
- Guiding and encouraging to communicate research papers in conferences / Journals.
- Guiding the students for Competitive Examinations.
- Encouraging students to participate in various symposiums like quiz, poster presentation, conferences, inter institution competition etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3329	79

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

We believe in the adoption of student's centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. Role Plays , Team Works , Debates , Seminar Quizzes and case studies specifically Student - centric Teaching Methods are reflected in project work , Field Visit , Industrial visit & guest lectures . Specifically, the student's centric methodology includes

1. Experiential Learning

- For Real time exposure students are encouraged to participate at National and International Level.
- Faculty identifies and prepares academically significant Field visits and Surveys.
- Guest lecture by eminent experts from academics from across the world are organized to supplement the teaching process and provide experiential learning.

2. Participated Learning

- Teachers adopt role play method to supplement Teaching by way of participative learning.
- All Departments organize student's activities to promote the spirit of Team work the activities and Camp of NSS, institutional social responsibility through Red Cross Village Adoption. Tree Plantation. Swachh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare.
- Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue mental way of learning.
- Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.
- Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

- Information & Communications Technology (ICT) enabled teaching methodologies and advanced technologies are being followed by the faculty members in class rooms.
- The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer/laptops/tablet systems are usually in use in classroom.
- The electronic resource packages like DELNET, NPTEL inflibnet and Digital Library are available. The faculty members

effectively utilize Audio Visual aids to demonstrate the concepts to the students using the resources from National Program on Technology Enhanced Learning (NPTEL) to enhance the learning experience.

- USB Hard disk containing web and video courses (offline) from NPTEL are accessible to faculty and students from the server installed in the library. These Courses are the part of LMS. Also Available on local server.
- Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.
- All the departments conduct seminars, workshops and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students in each semester.
- Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.
- Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars conducted in seminar hall using ICT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

45

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

2.4 - Teacher Profile and Quality

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

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

527

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Institution is affiliated to the Chaudhary Devi Lal University, Sirsa and adheres to the syllabus prescribed by number of methods are followed to carry out a continuous internal evaluation system in the institution. One internal subjective descriptive examination per semester is conducted by the institute as per the guidelines of the affiliating university. One internal examination in case of practicals is conducted at each semester. The institution carries out internal assessment on all subjects based on internal test performance of the students. Continuous assessment and evaluation procedure is followed for practical, as well as theoretical subjects. However, affiliating university conducts semester examinations in both theory and practical subjects including setting of papers, evaluation, tabulation and other details. All Information regarding the examination pattern and marks division, minimum marks to clear the examination and other pertinent details are available on college website and students are informed about this well in time.

The institution ensures effective implementation of the evaluation reforms of the university and those initiated by the institution on its own as :

1. Institution makes the students aware about the evaluation process well in advance.
2. The details are mentioned on college website and any changes in the scheme are displayed on notice board and on M.M P.G College App.
3. The internal performance of students is displayed on notice board and evaluated answer scripts are shown to the students.
4. All the documents like question papers and answer scripts , selected records and manuals are well preserved at examination branch. Students can apply for reevaluation and recounting to the University if he / she is not satisfied with the

evaluation of final examination. Small groups of weak students are formed and they are guided in vacant periods.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Mechanism of internal assessment is transparent and robust in terms of frequency and efficiency. As per the guidelines of CDLU it is mandatory to conduct 01 internal test and prepare of two assignments for each student. The following actions are taken for the fair conduct of test and also for the transparent and robust evaluation of the students.

1. Examination branch conducts the internal tests following the guidelines given by University. Institute maintains utmost transparency in the examination and subsequent evaluation process.
2. Department gives assignments and lab internals.
3. The mark lists are prepared by teachers and copies are sent to Examination branch for records etc.
4. Internal and external examination marks are always assessable to all the student through the Department

Significant provisions are made in ensuring rigor and transparency in the internal assessment

1. Internal Assessments evaluation process is fair and thoroughly transparent. The criteria are adopted as prescribed by the University.
2. All the students are well informed about the transparency in internal assessment. The performance of students in each subject is evaluated through internal tests (subjective + objective + assignments) and university exams.
3. For PG Classes internal and external examinations are conducted for 30 marks and 70 marks and for UG Classes 20 marks and 80 marks respectively.
4. One Internal examination is conducted for every semester. Each Internal examination consists of one descriptive test and two

assignments for each subject per semester.

5. The descriptive test conducted by teachers contains weightage of 5 marks and assignments contain weightage of 10 marks in total internal assessment of 20 marks per subject.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

1. The Institute has contributed, in large part, to the recommendations of the UGC on Evaluation Reforms in Higher Educational Institutions in India. The recommendations provide necessary mechanisms to implement outcome - based education in Educational Institutions in India.
2. Program Education Objectives, Program Outcomes and Course Outcomes for all programs offered by the institute are displayed on the college website and App for teachers and students.
3. The Higher Education Policy System clearly defines Aims and Objectives of the Institute in developing a well - rounded person. These Aims and Objectives have been the foundation for defining the Program of Education Objectives (PEO) of every program conceptualized and designed in the institute.
4. The program of Education objectives has been categorized in to three sections such as Academic Values, Social Sensibilities and Moral and Spiritual Values. Integrating different stakeholders of the systems, the competencies and the performance Indicators for each of the Program Education Objectives are also defined and which lead to design of comprehensive course level competencies and performance indicators. Program Assessment Plan detailing the different Assessment types are also designed.
5. Program outcomes are derived from the Program Education Objectives and are well-tuned to the specifics of each program.
6. All students of UG and PG are apprised of the objectives and expected results of their program on admission during the compulsory Orientation programs. Students are also educated and provided with the detailed syllabus and course results in each course and the assessment strategy for each course.

The College has clearly stated learning outcomes of the Programs and Courses. The following mechanism is undertaken to communicate the learning outcomes to the teachers and students.

1. Copy of the Syllabus is available in the department for ready reference for students and Faculty
2. Learning Outcomes of the Programs and Courses are discussed with students at the end of each topic of the study by the faculty.
3. Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded on the Institution / university website for reference.
4. The importance of the learning results has been communicated to the teachers in every IQAC Meeting and Institution Committee Meeting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

1. **Response:** The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are mentioned below:
2. The program outcomes and Program Specific results are assessed with the help of course results of the relevant courses through direct and indirect methods.
3. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course results. The knowledge and skills described by the course results are mapped to specific problems on University Examination, internal exams and home assignment.
4. Finally, program results are assessed and Program Assessment Committee concludes the PO attainment level.
5. At the end of each semester, the university conducts examinations and based on the result published by the university the course results are measured.
6. Assignments are given in each semester. The assignments are provided to students and they refer the text books and good reference books to find out the answers and understand the

expected outcomes.

One internal test is conducted per semester for the following purposes:

1. To ensure that students have achieved desired level of competencies at module level.
2. To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COS for assessing the attainment level of the specific CO of the subject.

Teachers and Alumni Feedback is an important assessment tool to find out the level of attainment of program outcomes, program specific outcomes and course outcomes for all programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

1054

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Manohar Memorial PG College is always providing a learning environment to its students, Teachers and other staff members. College has established Internal Quality Assurance Cell to continuously motivate all of its stake holders to learn new techniques, Ideas and Innovations. Institution provides financial assistance to the teachers on regular basis to participate and paper presentation in National and International Conferences/Seminar/Workshops. continuously motivate teachers. IQAC of this college has organised a number of activities like online webinars, extension lectures, workshops for students teaching and non-teaching staff during this year. Also Number of extension activities like Online Quizzes, Health Check up Camps, Training sessions for Teaching and Non Teaching staff. College celebrates Days of National and Religious importance.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The Institution carries out a number of extension activities for all round development of students. These activities are always involving students, teachers and other staff members of college. IQAC, National Service Scheme, NCC, Youth Red Cross, Eco Club and other cells of college in collaboration with District Administration during the session organised regarding social issues Tree plantation, Blood Donation, Cleanliness drives, AIDS awareness, celebration of Voter's Day, Constitution Day, Women's Day, Human Rights Day, International Yoga Day, National Unity Day. These activities include Rallies, Special camps, Oath, Declamation Competitions, Debates, Rangoli, poster, extension lectures, Nukkad Natak etc.

During COVID Pandemic College organized Vaccination drives, Health check-up camps, online awareness programs like webinars, web talks with doctors, Blood Donation camps, mask making and distribution. NCC cadets and NSS volunteers of our college have served the society in various activities. The institution always motivates students for making Environment clean and Green by involving them in activities like Tree plantation, Minimum use of vehicles, Plastic Ban. NCC girl students visited to many villages to make people aware about Covid 19 Pandemic and motivate them for vaccination.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

20

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2560

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

22

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Manohar Memorial PG College, Fatehabad has adequate infrastructure and Physical facilities for teaching learning process as well as extra-curricular activities. College run both UG as well as PG programs in Arts, Commerce and Science. Since the date of establishment of College, BA, BA Hons and B.Com. Courses are run for students. College has started the undergraduate Classes B. Sc.in Medical, Nom Medical, Computer Science and Biotechnology. In year 2008, MA in subjects of English, Hindi, Economics and Punjabi, B. Lib. in 2011 and the Post Graduate Classes M. Sc in year 2018 in subjects Physics, Chemistry and Mathematics.

College has three large teaching blocks named Arts block, Science Block and Commerce Block. There is total 66 classrooms including smart rooms with ICT facilities. Two seminar halls of capacity of approximately 150 students. As Science is a core field of Research with enormous applications in basic and applied. Currently more than 500 students are enrolled in undergraduate program and 140 students in postgraduate programs in the faculty of science. The study of different fields of theoretical and experimental learning are carried out in our departmental labs. Separate labs with well-furnished instruments and infrastructure are fully available for UG/PG students. They are well equipped with all instruments according to syllabus like spectrometers, photometers, SO's, CRO's, lasers, Counters etc.

College has a well-established Library having more than 45000 books, journals, E-journals, magazines, newspapers to update students. Book bank/departmental library has been opened for UG/PG students in various departments. Mentor Mentee practice is being followed in institutions. Extension lectures are timely conducted by our department for UG/PG classes on relevant topics and Current Advancements. In computer labs more than 160 computers are available with internet facility. Departments keep on Organizing various activities like Model Competition in science Exhibition, Quiz, Ppt in the form of Seminars for PG Students, Essay Writing. Poster making, Rangoli and many more activities for students of both UG and PG students inside college and students participate and Won Prizes & Trophies in same activities organised in other colleges and Universities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Manohar Memorial P. G. College has been declared by Ch. Devi Lal University as best college in Fatehabad district for providing best facilities and platform to students for sports and cultural activities besides academics.

Sports Facilities

The institution has both indoor as well as outdoor stadium for all type of sports. The institution has one volley ball court, two basket ball court, Kabaddi Mat, open ground for Football, Cricket, Hockey, Two Boxing Ring, two Badminton court, Gym, Judo Mat, Wrestling Mat and all Athletic equipment.

In addition this college has 400 meter Standard Track, Table tennis table, indoor games set like Carom, Chess, shooting set, Archery set. College has organized various state level and university level intercollege Kabaddi championship matches in both boys and girl. In last few years, University sports meet and trial for various games and sports were held in this college. During 2020-21 Academic session the championship, Students of college have been participating in national, inter university championships and won medals for college. On 21st June of Every year, International Yoga Day is celebrated by NSS, NCC and Department of Health and Physical Education.

Cultural Facilities

In addition to Academic and sports facilities, the institution provides all facilities to participate in cultural activities for all round development of students. The college has well established Department of Music instrumental and vocal. The department has separate labs for Music I and Music V students. College runs undergraduate programs BA in which elective subjects of Music Instrumental and Music Vocal are available. The department organizes Talent hunt programs for new students to motivate them to participate in University Youth Festival and State level

participation. College has organized university youth festival in cultural and literary. College has won overall trophy in Music, theatre and Dance.

College has a department of Theatre and Television. It runs hobby classes for students interested in Theatre and drama. The students of Theatre participate in all programs like Nukkad Natak, Plays, Mimes, awareness programs of Drug Addiction organized by District administration and Ch. Devi Lal University. In this year, department of Music has filmed Video Song of college named as 'Manohar Geet' which was released on 24th June, 2021 being Golden Jubilee Year of college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

66

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1624244

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college Library named as Rajiv Gandhi Library has a rich collection of more than 50000 books comprised of 3679 Text & 6867 Reference cadre are the products of the renowned publishers such as Cisco Press, Elsevier, Springer, Addison Wesley, Blackwell, John Wiley, CRC Press, McGrawhill International, Morgan Kaufmann, Palgrave McMillan, Routledge, River Press, Tata McGraw Hill, Prentice Hall of India, Pearson Education, Cengage Learning, Oxford University Press, Cambridge University Press, Dreamtech Press, Khanna Publishing etc.; the core reference collection includes Encyclopaedias, General Dictionaries, Subject Dictionaries, Year Books, subject reference books and some rare books. Library holds the collection on 'General Reading Books' covering the areas of Fiction/Non-Fiction, Self Help, Motivation, Leadership, Interview Techniques, Soft Skills, General Management, Competitive examinations such as GATE, CAT, MPSC, UPSC and Books required for placement of pass out graduates and post graduates. It's a regular practice of the Central Library to scan the cover/content pages of newly arrived Books, Journals/Technical Magazines domain wise and send the alert mail to all the students as well as faculty groups; Library also hosts them on the library portal for future reference and access.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://mmcollege.ac.in/rajiv-gandhi-library/old-question-paper

4.2.2 - The institution has subscription for the following e-resources e-journals e-

A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

83012

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

250

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college has developed IT facilities and updates them to meet the Learning requirements of students and faculty. Some of the

facilities are discussed below:

Computer Labs: The college has 4 Computer Labs. Lab-I, II, III consist of 25 computers each and Lab-IV consists of 20 computers. All the computer labs have Internet connectivity for helping of the students who opted computer papers as part of their course particularly. All the required software as per the curriculum are installed and updated as and when required and the maintenance of the computers is done by the technician on college efficiently. In addition, One English Language Lab has been developed with 24 nodes and Master Console and the software required to train the students on revised grammar bits, phonetic pronunciation, phonetic transcription and other English language skills.

Digital Library and Classrooms:

The college digital library established with 15 computers in the year. Three class rooms enabled with ICT facilities like projector, personal computer attached with projector. College has a well-equipped seminar hall enabled with ICT facilities like projector, personal computer attached with projector. In addition to projector and computer, seminar hall is equipped with mike, speakers and internet connection. The whole campus of the college has Wi-Fi facility with 7 different connections of a speed of 50 mbps. The computers and printers of office and exam branch and Computer Labs are connected through LAN. The college website is monitored and updated from time to time by Computer Department of the college. The computers of the college are connected with printers and scanners wherever required. The college has 1 colored photocopy machine. There are 32 CCTV cameras installed in the entire campus of the college to provide additional safety security to the students and the staff, for the prevention of untoward incidents in the campus. Most of the departments have computers, majority which have Internet facility via Wi-Fi for preparation of power point presentation as teaching learning materials. The software like MS Office, C, C++, SQL, MATLAB are installed in computer labs and library has Koha automation software. The Internet Service Provider (ISP) Reliance provides Jio Wi-Fi connectivity with 10Mbps Internet Connectivity in addition.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers	
184	
File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
3.5 Lakhs	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Policy for Maintenance of Physical, Academic and SportsFacilities	
Purpose	

- The main objectives of this policy are to issue some important guidelines for the maintenance of College Facilities like Buildings, Grounds, College Equipment, Laboratory Equipment, Furniture, Library, Sports Facilities, Common Space etc. To provide safe, clean and green campus to all the stakeholders and to ensure optimization of equipments and departmental budgets. to create ambience to enhance teaching- learning process.

Policy

The policy guides maintenance of College owned and controlled assets on periodic basis to keep assets functional. It frames a structured plan for continuous evaluation of campus facilities to ensure that the facilities are up to date.

Routine Maintenance

- Classrooms, offices, corridors, entrances and stairs etc. are cleaned on a daily basis for which sweepers are appointed by College authorities. They are monitored and their work is supervised by the Supervisor appointed for the purpose.
- The gardeners are appointed to remove rubbish from College gardens, trim over grown trees, tend gardens and assist in constant maintenance of College Ground.
- A trained electrician looks after the electrical equipment of College and has following responsibilities :
- Supply and Fitting (Repairing) of Light Tubes, Bulbs and Fans etc.
- Replacement of Electrical Wiring
- Smooth Functioning of Generator etc.
- Overall maintenance of every nook and corner of the campus is made possible through relentless efforts of the dedicated workers.

Maintenance of Physical Infrastructure and College Building

- Exterior and Interior Surfaces of College Building are coloured on a cyclical basis or on requirement basis or in case of emergent situations.
- Renovation, Alteration and Up Gradation of the existing academic, support buildings etc. are done as per the necessities, to accommodate new or reformed programmes.
- This is decided by the Principal in consultation with the

concerned committee.

Maintenance of IT Infrastructure and Electrical Equipment

- Computer technicians look after the maintenance of IT resources .
- Problems regarding electrical wiring, new electrical connections, replacement or fitting of light tubes, bulbs, switches, MCB boxes, electric meter etc. in College are handled by the electrician.

Maintenance of Laboratory Equipment

- Heads and Faculty in the Departments are responsible for the appropriate use of equipment.
- In case of any requirement of equipment maintenance or repair, the sanction of management is obtained by the Principal before purchase of material
-
- Maintenance of Furniture and Fixtures
- The maintenance officer conducts periodic checks to ensure the working condition of the infrastructure.
- On the basis of requisition from faculty and staff members regarding any requirement of furniture or fixtures.
- Items such as blackboards, fittings and furniture etc. are regularly renewed and repaired as per the maintenance policy.

Functioning of Departments

- Under the guidance of Principal and in coordination with IQAC, all the teaching departments work on their academic agenda and decide their respective annual departmental activity calendar.
- As and when needed, departmental level requirements are brought to the notice of the Principal for approval and getting financial approval of the management.

Faculty Committees and Day to Day Administration

- In order to plan and smooth implementation of all functioning, the Principal after discussion with IQAC and Staff Secretary constitutes different committees comprising teaching and non-teaching staff. For example, Purchase Committee, Time-Table Committee, Library Committee, Career Guidance & Placement Cell, Women Cell, Feedback Committee, Cultural Committee, Discipline Committee etc.
- All these committees have a special contribution in providing

inputs for Up Gradation of Physical and Academic Resources of College.

- o All decisions are made with a student-centric approach.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

508

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

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

47

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

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

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

07

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

07

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

85

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

08

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

5.3 - Student Participation and Activities

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

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

5

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

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

Students are involved 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 'MANOHAR SMIRTI' as student editor of each section, NSS advisory committee, stage management and general organisation. Student representation is as Office-Bearers of different Clubs/ Departmental Societies/ Subject Associations and Students Representative in IQAC meetings and IQAC Feedback Committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of the institution has been registered under Society Act of Registration , Haryana . An alumni meet of students organised in online mode on 11th june, 2021. The alumni association is involved in major planning and decision making policies of the institution. The Alumni of the college are serving at high and well reputed positions in Universities, central offices IAS and allied services and state government department HCS and Judicial services . They guide and give motivation the students of college from time to time. Some of the distinguished alumni of the college are invited as Chief Guests on important functions like Blood Donation Camps, NSS camps etc. Alumni placed at high positions are also invited as Guest speakers to interact with the students and also to motivate the students. Holding the Alumni Meet is an annual feature of the institution which helps in maintaining a relation of the alumni with their alma mater. Alumnus and Alumanae of the institution has contributed approximatly one lakh rupees to alumni association of college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Vision

"Education for mitigating darkness"

The dream that was visualized by socially conscious people of this town to have an educational institution which would cater to the needs and aspirations of people of this region has effectively been realised by everyone involved in it. The members of Managing Committee, the Principal, and the staff members are all whole heartedly engaged in the upliftment and development of this institution to bring overall development and growth of the students. Nurturing the students and their traits to effectively bring to the fore their hidden qualities and to make them responsible Citizens is at the core of the overall vision of this institution. The grooming of students coming from socially and economically weaker sections of the society and empowering them to compete with the resourceful sections has been dream by the visionary people engaged in realization of this dream.

Mission

The institutional mission for which the entire team of this college is endeavoring is to equip our students with such qualities that they can confidently face the challenges in this globalized scenario. The power of knowledge which cannot be defeated has to be suitably and effectively imparted in our students. A student after passing three years of his academic pursuit should feel indebted to his alma mater for what he has attained and gained in all these years. Inculcating such feelings and sentiments based on the theory of karma is our mission for which we pray to God to shower upon us his blessing, making us march with the required zeal and dedication.

- The academic programme structure and course are developed and updated keeping in mind the evolving economy, the needs of the corporate sector and of society.
- New courses pertaining to emerging areas in business management and ethical practices are encouraged.
- Faculty Empowerment - The Institute has earmarked a significant budget for faculty development activities and financial support is provided to faculty for attending National and International training programs, seminars and conferences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Principal being Head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and providing necessary directions / guidance. The guidelines / instructions of Directorate of Higher Education, Panchkula, Haryana and Chaudhary Devi Lal University, Sirsa are implemented scrupulously. The curriculum of all courses is revisited on regular basis by the University for Improvement through UGBOS and PGBOS in order to keep pace with other institutions and to meet the changing requirements of the students, by faculty groups. Institute has adopted a number of new initiatives and practices through imaginative leadership and effective governance. Such initiatives have impacted the strategies adopted by the Institute in furtherance of its vision. Management gives full cooperation and financial help in shape of reward to students bringing laurels at all fields- Academics, sports and cultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Manohar Memorial (PG) College Fatehabad, is a premier Post Graduate co - educational institution of higher education having a multi faculty, established in the year 1970 accredited B+ by the NAAC. Various UGC sponsored Add - on - Courses are going on simultaneously for professional development of students. The College is always ready for new challenges in Educational / Research field.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institute, apart from the Principal's office, Dean Admission and Controller of Exam office and other cells, has the following academic committees:

- Admission Committee - Admissions committee has been entrusted the responsibility of conducting admission process of the college.
- Purchase and Maintenance Committee- Maintenance of essential services i.e. Water, electricity, AC, minor civil work and procurement of maintenance items from Local market.
- Library- The library at College is gradually growing with resources. The collection comprises of books and Journals in the field of Arts, Commerce and Science. Presently, the library has an impressive collection of Books. In addition to these, its collection includes Magazines, Journals and Research Reports.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>6.3.1- The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff</p> <ul style="list-style-type: none"> • Livery of Summer and Winter (Uniform) to 4th Class staff. • Fees Concession to wards of teaching and non-teaching staff • The institute at regular intervals also trains its supporting staff to make them informed stakeholders. Administrative staff members are oriented on all the official procedures like noting, drafting and filing by giving training from Department of Computer Science. • The College has a link with those who retired from service of the college and these retirees are invited over important events being held in college. 	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	
6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops	

and towards membership fee of professional bodies during the year

4

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

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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

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

Manohar Memorial PG College is a government aided Private college in Haryana. The institution has to follow Haryana Govt rules for appraisal of Teaching and non-Teaching staff on regular basis. The performance of teaching staff regarding Teaching Learning Process, College Activities, Research, Discipline maintenance and other activities are recorded with appropriate award in Annual Confidential Report (ACR) by Principal, Reporting Officer. Then these are reviewed by President of College governing body for verification of facts and information filled by an individual. Also, Career Advancement scheme- Academic Performance Indicator (CAS-API) by UGC and Haryana Government also applicable to regular teachers. For Teaching staff working on contractual basis, Head of Department takes feedback from students and other members give report of teaching staff to the Principal for Appraisal.

For Regular and Contractual Non-teaching staff and class IV employees, Deputy Superintendent of office gives directions to those staff. The Annual Confidential Report (ACR) of regular non-Teaching staff is verified by Principal being Head of the Institution, which gives appropriate grading as receiving officer.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Internal Audit of College is conducted by CA appointed by the college. The Internal Audit is entrusted with the job of checking the payments, approvals with compliance of rules and regulations. Proper deduction of income tax, timely deposit of TDS, GST etc are checked by internal auditors. The Audit party also checks whether accounting standards have been followed for true and fair disclosure of financial statements. The audit also checks the budgetary compliances. The Internal Audit is conducted yearly to ensure timely and proper deposit of statutory dues, budgetary control, compliance of sanctions and approvals, check for any payment irregularity etc. Audit Report is finally approved in General Body of Manohar Memorial Education Society running the college. The Financial statements are prepared by the College under the supervision and guidance of Chartered Accountant. The External Audit of college is conducted by Directorate of Higher Education, Panchkula.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

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

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

The college is one of the Government Aided Institutions and Grant in Aid 95% of salary of Regular Teaching and Non Teaching staff received from the Directorate of Higher Education, Haryana. The main sources of revenues are fees received from students. The main expenditure is incurred for running and maintaining the academic programs of the institute which include Staff salary, General overheads and General maintenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The college has institutionalized the following two quality initiatives of IQAC:

1. Online Student Feedback System- IQAC has developed an online Proforma of students' feedback to gather information from the students about the courses of their study, their objectives, relevance, availability of learning resources, teaching methodology and so on.
2. Student Satisfaction Survey of students of session 2020-21 has also been conducted.
3. Five UGC sponsored new certificate courses under NSQF introduced.
4. Best Practices as Earn while You Learn and Adult Education for Class IV employees have been taken into practice.
5. Alumni Association of College has been registered under Society Act of Haryana.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- IQAC conduct survey to collect feedback from Teachers and Students to review the teaching Learning Process.
- Started 5 Certificate courses in IT and ITes, Banking and Financial Services, telecom , Retail , Health and Care.
- IQAC conducts meetings regularly after a time interval i.e. 4-5 meetings in a academic session.
- Different Subject societies/ associations/clubsconduct activities at college level.
- IQAC organises lectures and seminars for Techers andstudents

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

"Meri Kahani Programme" was organized by the college authorities on 8th March, 2021 in which the chief guests were Prof. Resham Sharma, CMGGA (Chief Minister's Good Governance Associate) Ms. Jyoti Yadav and the founder of "Buland Udaan" Ms. Anju Verma. The purpose of celebrating this "International Women's Day" was to make students aware about "Gender Equity." In today's world, "Women Empowerment" is really very important in order to uplift the society. All the students, especially the girls were sensitized regarding the rights of women. This day was dedicated to those courageous women who devoted their entire lives, doing "Selfless Service" for the sake of the humanity. The chief guests, along with the organizers of this event (Women Cell, NSS Unit, Youth Red Cross) paid tribute to such exemplary women of the nation and the entire world who contributed immensely to the welfare of the society. There was also an exquisite talk of the keynote speakers regarding the need to redefine the status of women in the 21st Century.

The college authorities organize various such programmes on "Gender Equity" in order to contribute in the overall development of the society in general and women in particular. Also, College curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum. College annually organizes seminars, conferences, guest lectures, exhibitions, and literary activities that help in gender sensitization.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution is well-equipped with all sorts of facilities for degradable and non-degradable waste material. There are several dustbins in almost every nook and corner of the campus for the disposal of the garbage. These dustbins are specifically kept for segregating dry and wet waste material. Apart from this, the institute works upon various methods to ensure healthy and hygienic environment. There is excellent system for the management of Solid Waste, Liquid Waste, Bio-Medical Waste, E-Waste, Waste Recycling, Hazardous Chemicals and Radioactive Waste etc.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	D. Any 1 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The college organizes various events to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities :</p> <p>One Day NSS Camp (An Awareness Programme) was organized on 4th</p>

November, 2020. NCC (Girls) Cadets donated blood in a "Blood Donation Camp" organized on 24th November, 2020 by Baba Shyam Society. Masks Awareness Programme was organized by NCC Cadets on 27th November, 2020. Awareness Programme on "Drug Addiction" was organized on 23rd December, 2020. Then, on the occasion of "Swami Vivekananda Jayanti" (12th January, 2021), NSS Unit organized another "Awareness Programme." Some other events, like Extension Lecture (Online), Poster-Making and Essay Writing Competitions were also held on this "National Youth Day" and the "Birth Anniversary of Swami Vivekananda Ji" (12/01/2021) in which many students participated enthusiastically. A Blood Donation Camp was also organized on "Martyrs' Day" (Shaheedi Diwas" - 23rd March, 2021).

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

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

NSS Volunteers of the college played an excellent role in "Awareness Programmes" organized on 26th and 27th November, 2020 for the celebration of the "Constitution Day." On this occasion, the participants recollected the struggle of the freedom fighters of India who played a significant role for achieving "Swaraj." Such people didn't give up hope and courage throughout the journey of their lives. Indeed, their charismatic personalities left an indelible impact on the hearts of the people of the entire nation. The role played by various renowned figures in the making of the "Constitution of India" is indeed noteworthy. The nation will always remain indebted to such people who sacrificed their comforts for having our own Constitution that provides equality, freedom, equity, social justice, rule of law, human rights etc. In order to fulfil the institute's noble duties and responsibilities, the students, teachers and other staff members were sensitized regarding the constitutional obligations : values, rights, duties and responsibilities of citizens. Being a citizen, it is really very important to respect the "National Flag" and sing devotedly the "National Anthem" and "National Song" of India. It is also necessary to realize the need to live in perfect harmony with the people of all religions and castes because human beings are all connected. French writer, Victor Hugo had aptly said, "To love another person

is to see the face of God." There should be perfect harmony, equality, equity, fraternity and bond of deep love and respect between the different communities because only then the country can prosper. To sensitize students and staff members about the constitutional values, duties, rights, responsibilities etc., Independence and Republic Day Celebrations are held in the college campus with deep enthusiasm and great happiness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

- College students celebrated "Teacher's Day" on 5th September, 2020.
- A Webinar was organized on "National Education Day" (11th

November, 2020).

- Inter-College Mathematics Quiz Competition was held on "National Mathematics Day" (22nd December, 2020).
- Department of Public Administration organized a "Speech Competition" on "Good Governance Day" (24th December, 2020).
- Then, a "Poster-Making and Slogan Writing Competition" on "National Consumer Rights Day" (24th December, 2020) was organized in the college campus.
- "Parakaram Diwas" on the occasion of "Subhash Chandra Bose Jayanti" was celebrated on 23rd January, 2021.
- National Voters' Day was celebrated by NSS Units and Theatre Department on 25th January, 2021.
- A Programme was organized on the occasion of "International Women's Day" (8th March, 2021).
- World Health Day was celebrated by Youth Red Cross in collaboration with Civil Hospital, Fatehabad (7th April, 2021).
- An Online Painting and slogan writing competition was conducted on World Environment Day 05 th june.2021.
- International Yoga Day was celebrated and extension lecture was also organised on 21 st june 2021.
- Apart from this, NCC Boys and Girl Cadets participate in Prade on Independence Day and Republic Day that is celebrated at District Head Quarters every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE I

- Title of the Practice - "Adult Education : Manohar Kadam Saksharta Ki Aur"
- Context of the Practice :This practice of "Adult Education : Manohar Kadam Saksharta Ki Aur" was made successful through

the sincere efforts of the concerned authorities of the college. In today's world, nobody can deny the great value of education. There is a beautiful saying also, "A man without education is like a building without foundation." Indeed, education makes an ordinary person extraordinary. An educated person realizes his/her independency in almost all the matters of life. It also enables a person to meditate upon life's issues with a calm mindset.

- Objectives :To ensure basic literacy amongst the Class IV Employees of the institute.
1. To enable these employees to cherish the wonderful boon of "Adult Education" through interactive sessions, specifically designed for them.
 2. To make a difference in the lives of the people who couldn't get "Basic Literacy" because of poor social or economic background.
 3. To educate the concerned people about some relevant matters that are part and parcel of today's modern society.
 4. To make them able to mark their own signatures and read and write all the basic information that is really very significant in order to survive in today's world.
 5. To connect them with the necessities of the modern society.
 6. To empower these employees for a better life.
- Practice :
 - This excellent practice was able to fulfil its real purpose because of the ceaseless efforts made by Dr. Sharda, Assistant Professor from the Department of Hindi and Mrs. Vandana , Assistant Professor from the Department of Environmental Studies who worked continuously for this noble cause. Through their efforts, they left a great impact on the lives of these people who were not able to read and write for one reason or the other. Indeed, they played a very important role in the lives of these Class - IV Employees of the institution who were not literate. It is true that sometimes because of some harsh challenges of life, people forget their dreams and aspirations but only those people succeed in life who never lose hope throughout the journey of this human life.
 - The following employees were taught "How to read and write" and "How to mark their own signatures" under this practice :
 - Sh. Man Bahadur
 - Sh. Sohan Lal
 - Smt. Raj Rani
 - Smt. Krishna Rani
 - Smt. Manisha Rani

- Both the teachers used to take the classes of these employees in the afternoon for half-an-hour (From 2:00 p.m. to 2:30 p.m.). After one month, they submitted the "Progress Report" of the employees to the Principal. All the material related to their study was also provided by the college authorities.
- Now, through this practice of providing these people the opportunity to have "Basic Literacy," a ray of hope has rekindled in their lives.
- Evidence of Success :
- Through the successful implementation of this practice, now, these employees are able to read and write. They have understood the great role of education in the life of the common man. All these people look more happy and cheerful than before. They feel independent also in some crucial matters of their lives because now they know how to mark their own signatures. Thus, this practice has left an impressive impact on their lives in a wonderful way.
- Problems Encountered :
- No doubt, there were some problems in the initial stage of the implementation of this practice. The concerned people were reluctant at first to read and write at this stage of life but with the tireless efforts of the authorities, they felt encouraged and motivated to give their commitment sincerely in fulfilling their aspirations of having some basic education.

BEST PRACTICE - II

- Title of the Practice -"Earn While Learn : A Revolutionary Step"
- Objectives :
- 1. This practice was initiated for such hard-working students whose financial position was not good. Thus, this practice helped them to earn while learning their courses.
- 2. To enhance the position of the students who were indeed, very passionate towards getting education but who had less opportunities to excel in life.
- 3. To provide work to these students on the basis of their efficient skills.

- Practice
- Through the efforts of the college authorities, the students were taught excellent life- skills under this practice that are essential in today's world, as a result of which they started earning while learning their courses. Sincere efforts were made by these students for making a balance between both the tasks of their lives.
- This practice came into force in April, 2021 and it worked miraculously till July, 2021. There were five students who benefited (100 Rupees per day) under this practice "Earn While Learn."
- Evidence of the Success
- After the implementation of this programme, the students were feeling more confident than before. They started living a more meaningful life because now they were able to recognize the importance of service in their life. Also, they comprehended the value of financial security in every human's life.
- Problems Encountered
- In the beginning, the students faced some difficulties while managing both the tasks of "Learning" and "Earning" but with the passage of time, they gained an expertise in their work. The pertinent skill and the quality education regarding their personality development enhanced their knowledge in every domain of their lives.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Academic/Co-Curricular/Extra-Curricular Achievements

- Siddakpreet got First Prize in "National Level Online Slogan Writing Competition" and Nisha Rani, got 2nd Prize in "National Inter -College Online Speech Competition" organized

by Manohar Memorial College of Education, Fatehabad on 14th September, 2020.

- Directorate of Youth Welfare, Chaudhary Devi Lal University, Sirsa - Online Competitions
- Ms. Neeru Rani got First Position in "Online Essay Writing Competition" organized on 28th-29th October, 2020. Nisha got Second Position in "Online Shlokocharan Competition" organized on 17th December, 2020. Kamal got First Position in "Online Painting Competition" organized on 18th December, 2020.
- Kamal (B.A. III) participated in "Geeta Jayanti Mahotsav" (18th December, 2020) organized by Department of Youth Welfare, Chaudhary Devi Lal University, Sirsa Participation in Online Painting (Chitarkari) and Rangoli Competition (11th to 15th January, 2021) :
- Kamal (B.A. III), Gorika (B.Sc Medical Final) , Sudhir (Diploma in F.D.), Priyanka (B.Sc Final) participated in Painting Competition. Prabhav (B.Sc II - Medical), Tinkal (B.A. II), Anjali (Diploma in F.D.) participated in Rangoli Competition.
- Participation in Clay Modeling Competition (Organized on 23rd February, 2021) :
- Jaswant Preet Singh , B.A. III Punjabi (Hons.) participated in this event.
- Sports Achievements
- Abhimanyu, B.A. Ist Year student, got Silver Medal in "National Wrestling Championship" organized by Wrestling Federation of India, Noida (4th April, 2021).
- Rekha, a student of B.A. Final Year got Silver Medal in "National Level Athletic" (High Jump).
- Manisha, B.A. IInd Year student, got Bronze Medal in "National Level Wrestling."
- Suraj Panwar, B.A. IInd Year student, participated in "National Level Kabbadi."
- Sakshi Rani, B.A. Ist Year student, got Bronze Medal in "National Level Throw Ball."
- Other Achevements
- "Manohar Smriti Sthal" and "Herbal Vatika" were inaugurated on 26th February, 2021
- Ms. Annu Jindal got "Tejaswini Award" on "International Women's Day" at CDLU Sirsa (8th March, 2021).

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

7.3.2 - Plan of action for the next academic year

1. To organise national seminars, extension lectures and other activities to create awareness among the students regarding the importance of keeping environment safe and pollution-free.
2. To organise state level championships to motivate students in sports
3. To provide more facility of ICT tools and internet for students to impart quality education.
4. To organise training programs for teaching and non teaching staff for smooth working of institution and value enhancement.
5. To establish more smart rooms to provide adequate infrastructure for empowering students with all the essential requirements of the academic world, keeping in mind the main goal of "NEP 2020."
6. To enable students and teachers to live a wonderful life, full of action and courage, without losing hope in the entire journey of human life.
7. To encourage students to develop their personality in order to get better opportunities in life.
8. To build the confidence and self-esteem among the students regarding the purpose of their lives and to organise career guidance programs and Job/placement fair for students.
9. To organise learning sessions by experts for teaching students "How to Excel in Life" through right guidance of doing "Hard-Work."
10. To make students and teachers aware about the pious value of "Service" and the constitutional obligations : values, rights, duties and responsibilities of citizens etc.