

# **MAHILA MAHAVIDYALAYA**

**VPO- Jhojhu Kalan, Bhiwani(Haryana) – 127310**

(Approved by Govt. of Haryana, and Affiliated to Maharishi Dayanand, Rohtak)

(Accredited by NAAC with “B” Grade)

Email : mmjhojhu@gmail.com

## **ANNUAL QUALITY ASSURANCE REPORT**

**2017-2018**

**SUBMITTED TO NAAC**

**PREPARED BY:**

**DR.(MRS.) MANJU(CHAIRPERSON, IQAC)**

**DR.(MRS.) MANJEET (COORDINATOR, IQAC)**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Part – A**

AQAR for the year

2017-18

**I. Details of the Institution**

1.1 Name of the Institution

Mahila Mahavidyalaya

1.2 Address Line 1

VPO- Jhojhu Kalan

Address Line 2

Charki Dadri

City/Town

Bhiwani

State

Haryana

Pin Code

127310

Institution e-mail address

mmjhojhu@gmail.com

Contact Nos.

9812375041

Name of the Head of the Institution:

Dr. Manju

Tel. No. with STD Code:

Mobile:

8168006576

Name of the IQAC Co-ordinator: **Dr.(Mrs.) Manjeet**

Mobile: **9416762277**

IQAC e-mail address: **iqacmmjk@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date: **EC&C/06/A&A/095**  
 (For Example EC/32/A&A/143 dated 3-5-2004.  
 This EC no. is available in the right corner- bottom  
 of your institution's Accreditation Certificate)

1.5 Website address: **http://www.mmvjk.com**

Web-link of the AQAR: **http://mmvjk.com/aqar/AQAR17-18.pdf**

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.25	2015	5
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY **01.11.2013**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. **AQAR2015-16 (30/01/2019)**
- ii. **AQAR2016-17(30/01/2019)**

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University

**Ch. Bansi Lal University, Bhiwani**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	3
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	3
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	2
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	7

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- \* Development of benchmark for various academic and administrative activities of college
- \* Conductive review on the Co-curricular & Extra curricular activities.
- \* Quality improvements through interactive shake hand mode with Peers.
- \* Open Book Examination to strengthen the Logical aspects of student knowledge.
- \* IQAC aimed at improving the leadership qualities, personality development and communicative skills among students.
- \* Skill improvement through curriculum guidance.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>Curricular Aspect</li> </ul>	Introduction of New PG Courses(M. Sc. Chem/Physics)- M.Sc. Chemistry started
<ul style="list-style-type: none"> <li>Orientation Program</li> </ul>	Five day Orientation program conducted by the Subject Experts from the reputed Academicians as well faculty members of the Institution. (Implemented)
<ul style="list-style-type: none"> <li>Teaching , Learning &amp; Evaluation</li> </ul>	Open Book Examination Conducted (Implemented)
<ul style="list-style-type: none"> <li>Collection of feedback from students on teachers' performance in the class</li> </ul>	Feedback from students in each department at semester end are collected and analysed. Consolidated reports were sent to the departmental heads through Principal for further remedial actions, if any. (Implemented)
<ul style="list-style-type: none"> <li>To encourage the students for more participations in games/sports conducted by the University</li> </ul>	Increasing participation of Students in National and International levels(Implemented)
<ul style="list-style-type: none"> <li>Student Support</li> </ul>	Online Lecture facility to be Introduce(Initiated)

\* *Attached- Academic Calendar of the year as ANNEXUER-I*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The AQAR was place at the management committee and discussed.

## Part – B

## Criterion – I

**I. Curricular Aspects**

## 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	3	0	1	0
PG	4	0	4	0
<b>Total</b>	7	0	4	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	0
Annual	0

- 1.3 Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

**\*ANNEXURE-II**

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

1



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	09	0	0	0

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
17	0	0	0	0	0	0	0	17	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0      0      32

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	25	0
Presented papers	0	22	0
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- Group discussions, Case studies, and problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Extension Lecture.
- Academic performance monitoring through appraisal.

2.7 Total No. of actual teaching days during this academic year 198

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) None

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 0

2.10 Average percentage of attendance of students 87%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	1161	5%	62%	32%	0	99%
PG	233	18%	77%	3%	0%	98%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Student feedback on teachers and infrastructure obtained annually.
- Sharing of best practices among the staff.

2.13 Initiatives undertaken towards faculty development 0

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	0	0	0
Technical Staff	2	0	0	0

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Extension Lectures were organized. Encourage faculty members to enhance and support their interest in Research. Encouraging and motivating faculty to participate in Workshops, Seminars & to publish Research article in reputed and referred journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0

Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  Organized by the Institution	Level	International	National	State	University	College
	Number	0	0	0	0	0
	Sponsoring agencies	0	0	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="1"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Awareness program on various social issues
- Plantation Drive in Campus
- NSS Camp
- Campaign for Ban on Polythene
- Sanitation Drive

### **Criterion – IV**

## **4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 acres	0	0	15 acres
Class rooms	38	0	0	38
Laboratories	4	0	0	4
Seminar Halls	1	0	0	1
No. of important equipments purchased (1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	7	0	0	7
Others(Auditorium, Gym)	2	0	0	2

4.2 Computerization of administration and library

**Fully Automated Library & Semi-computerized Office**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10228	2001890	500	135000	10728	2136890
Reference Books	4869	1548600	0	0	4869	1548600
e-Books	0	0	0	0	0	0
Journals	10	3890	2	3000	12	6980
e-Journals	3	12000	0	0	3	12000
Digital Database	0	0	0	0	0	0
CD & Video	40	2000	0	0	40	2000
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	02	Yes	0	0	4	3	0
Added	00	0	0	0	0	0	0	0
Total	60	02	Yes	0	0	4	3	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

**SMART CLASS, Networking, Language Lab Software, Wi-Fi Connectivity**

4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>1.00Lac</b>
ii) Campus Infrastructure and facilities	<b>3.00 Lacs</b>
iii) Equipments	<b>2.5 Lacs</b>
iv) Others	<b>5.00 Lacs</b>
<b>Total :</b>	<b>11.00 Lacs</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A five day Orientation program to acclimatize the fresh entrants to the folds of academics.
- Updates on notice boards and college website to ensure active participation by students in various activities.
- Extension lectures, poster making, slogan writing, poem writing and workshops were organized to strengthen them emotionally and morally.

5.2 Efforts made by the institution for tracking the progression

- Regular tests were held to evaluate the academic achievements of students and provide feed- back to them.
- Proper Attendance Records were maintained and students and their parents were informed.
- The college faculty motivates the students to excel both in academic and extracurricular activities.
- Meetings were conducted weekly to track the progression of students of the college in academics and co-curricular activities.

5.3 (a) Total Number of students

UG	PG
<b>1072</b>	<b>255</b>

(b) No. of students outside the state

0
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(c) No. of international students

0
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Men	No	%	Women	No	%
	0	0		0	0

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
926	194	0	274	0	1394	886	183	0	258	0	1327

Demand ratio 1:2      Dropout % 0

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance

Students were counselled by the experts about the various opportunities available at various levels.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

- The college conducts a number of programmes regularly on various issues related to gender problems regularly.
- Women Cell is Functional

**5.9 Students Activities**

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	0	0
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision:**

To provide quality education with a commitment to excellence where students achieve their educational objectives while meeting institutional standards in order to compete successfully in the 21st century.

**Mission:**

The mission statement suggests that the college provides education to the common people of the society.

#### 6.2 Does the Institution has a management Information System

Yes, all major administrative functions are supported by semi-automated system in the institution.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Being a affiliated college of Maharishi Dayanand University, Rohatak; prescribed curricula by the university are followed.

##### 6.3.2 Teaching and Learning

- Qualified and dedicated faculty.
- Healthy interaction between students and faculty which goes beyond the classrooms.
- Learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.
- Remedial classes are held for the students requiring additional help.
- Well-equipped library for both faculty and students.
- Excellent collection of rare and latest books and journals.
- Regular feedback from students to improve teaching and learning methods.

**6.3.3 Examination and Evaluation**

There was provision of continuous assessment of the students through internal exams, class participation/ presentation and attendance as per guidelines of University. Our faculty members also acted as examiners of other universities.

**6.3.4 Research and Development**

Extension Lectures were organized. Encourage faculty members to enhance and support their interest in Research. Encouraging and motivating faculty to participate in Workshops, Seminars & to publish Research article in reputed and referred journals.

**6.3.5 Library, ICT and physical infrastructure / instrumentation**

- Well equipped Computer Lab, Language lab and Science lab are available in the college.
- ICT- enabled classrooms in the college facilitate the teaching learning through PPTs' and multi- media for the students and faculty.

**6.3.6 Human Resource Management**

- Faculty and Staff are encouraged to participate in self-development programmes.
- Administration supports faculty, staff and students with necessary and relevant support to optimize their work.
- Management offers 24x7 support for infrastructural requirements especially electricity, water supply and routine maintenance.

**6.3.7 Faculty and Staff recruitment**

Faculty and Staff were appointed as per State Government Rules and Regulation.

**6.3.8 Industry Interaction / Collaboration**

None

**6.3.9 Admission of Students**

Online Admission process is followed by the College as per rule and regulation of Affiliating University

6.4 Welfare schemes for

Teaching	None
Non teaching	None
Students(SC/ ST/OBC)	Scholarship

6.5 Total corpus fund generated

0

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	Yes	CA	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Students who have less than 75% attendance are not eligible to appear in the final exams.

6.11 Activities and support from the Alumni Association

Alumni meet is conducted once in a year.

6.12 Activities and support from the Parent – Teacher Association

Suggestions are offered by the parents and guardians to support all the academic activities conducted by the institute.

6.13 Development programmes for support staff

Recreational activities are conducted

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The campus is green campus.
- Plantation drive.

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Departmental Quality Reports
- Annual Teaching Plan and Action Report
- Introduction of Online feedback
- Live lecture capturing facility

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Curricular Aspect</li> </ul>	Introduction of New PG Courses(M. Sc. Chem/Physics)- M.Sc. Chemistry started
<ul style="list-style-type: none"> <li>• Orientation Program</li> </ul>	Five day Orientation program conducted by the Subject Experts from the reputed Academicians as well faculty members of the

	Institution. (Implemented)
<ul style="list-style-type: none"> <li>Teaching , Learning &amp; Evaluation</li> </ul>	Open Book Examination Conducted (Implemented)
<ul style="list-style-type: none"> <li>Collection of feedback from students on teachers' performance in the class</li> </ul>	Feedback from students in each department at semester end are collected and analysed. Consolidated reports were sent to the departmental heads through Principal for further remedial actions, if any. (Implemented)
<ul style="list-style-type: none"> <li>To encourage the students for more participations in games/sports conducted by the University</li> </ul>	Increasing participation of Students in National and International levels(Implemented)
<ul style="list-style-type: none"> <li>Student Support</li> </ul>	Online Lecture facility to be Introduce(Initiated)

3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- |   |
|---|
| <ul style="list-style-type: none"> <li>Peer Evaluation</li> <li>Annual Teaching Plan</li> </ul> |
|---|

**\*ANNEXURE-III**

7.4 Contribution to environmental awareness / protection

- |  |
|--|
| <ul style="list-style-type: none"> <li>Tree plantation in campus</li> <li>Campus cleanliness programme</li> <li>Environment awareness rally, poster competition, exhibition</li> </ul> |
|--|

7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NIL
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**8. Plans of institution for next year**

- Initiation for next Assesment
- Increase the Participation in Orientation programs and refresher courses.
- Introduction of New PG Courses.
- Celebration and observance of various special days
- Plan for organising Workshop/Seminar in forthcoming session
- Dynamic website

*Name- Dr.(Mrs.) Manjeet*

*Name- Dr.(Mrs.) MANJU*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

Annual Calendar 2017-18

ACADEMIC CALENDAR FOR ODD SEMESTERS (2017-18)

Week	Month/ Date	Activities	Date	Day	Working/ Teaching Days	Remarks
27-29	<b>Jul</b> 1-15	Admission Process Starts Commencement of Session	01-13/07/2017 15/07/2017	SAT-THU SAT	13	
30-31	17-29	Orientation Programme Teej Celebration Teej (Holiday)	17/07/2017 25/07/2017 26/07/2017	MON TUE WED	12	
32	<b>Aug</b> 31-05				6	
33	7-12	Raksha Bandhan (RH-Holiday) Talent Show (All Deptt.) in this week	07/08/2017 08-12/08/2017	MON TUE-SAT	5	
34	14-19	Independence Day Celebration/ Janmashtami (Holiday)	15/08/2017	TUE	5	
35	21-26				6	
36	28-02	Id-UI-Juha /Bakrid (Holiday)	02/09/2017	SAT	5	
37	<b>Sept</b> 04-09	Teacher's Day Celebration	05/09/2017	TUE	6	
38	11-16	Debate (Arts & Humanities Deptt. Activity) Business Quiz (Commerce Deptt. Activity)	15/09/2017 16/09/2017	FRI SAT	6	
39	18-23	Haryana Hero's Martyrdom Day (Holiday)	23/09/2017	SAT	5	
40	25-30	Dussehra (Holiday)	30/09/2017	SAT	5	
41	<b>Oct</b> 02-07				6	
42	09-14	Vacations I	15-22/10/2017		6	
43	16-21	Diwali (Holiday) Vishvakarma Day (Holiday)	19/10/2017 20/10/2017	THU FRI	4	
44	23-28	UN Day	24/10/2017	TUE	6	
45	<b>Nov</b> 30-04	Guru Nanak's Birthday (Holiday)	04/11/2017	SAT	5	
46	06-11				6	
47-48	13-25				6	
49	27-02	Id-E-Milad	02/12/2017	SAT	5	
50	<b>Dec</b> 04-09				6	
51	11-16				6	
52	17-23	Winter Vacations (18-31/12/2017)			6	
53	25-31				6	

**PRINCIPAL**

ACADEMIC CALENDAR FOR EVEN SEMESTERS (2017-18)

Week	Month/ Date	Activities	Date	Day	Teaching/ Working Days	Remarks
1	<b>Jan2018</b> 02-07	Guru Govind Singh Jayanti (Holiday)	05-01-2017	THU	5	
2	09-14				6	
3	16-21	Netaji Subhas Chander Bose Jayanti Celebration	23/01/2017	MON	6	
4	23-28	Republic Day Celebration	26/01/2017	THU	5	
5	<b>Feb.</b> 30-04	Basant Panchmi/ Sir Chhotu Ram Jayanti (Holiday)	01/02/2017	WED	5	
6	06-11	Guru Ravidas's Jayanti (Holiday)	10/02/2017	FRI	5	
7	13-18				6	
8	20-25	Maharshi Dayanand Saraswati Jayanti (Holiday) Maha Shivratri (Holiday)	21/02/2017 24/02/2017	TUE FRI	4	
9	27-04 <b>March</b>	All Subjects Tests to be conducted during the week			6	
10	06-11	National Safety Week (Celebration) International Women's Day Celebration	04-10/03/2017 08/03/2017	SAT-FRI WED	6	
11	13-18	Vacation II Holi (Holiday)	13-18/03/2018 13/03/2017	MON-SAT	5	
12	20-25	Shahidi Divas (Holiday) Class Tests in this week for all Classes	23/03/2017 20-25/03/2018	THU	5	
13	27-01				6	
14	<b>Apr</b> 03-08	Ram Navami (Holiday)	04/04/2017	TUE	5	
15	10-15	Mahavir Jayanti (Holiday) Vaisakhi (Holiday) Dr. B.R. Ambedkar's Jayanti (Holiday)	09/04/2017 13/04/2017 14/04/2017	SUN THU FRI	4	
16	17-22				6	
17	24-29	Lord Parshu Ram Jayanti (Holiday)	28/04/2017	FRI	5	
18	<b>May</b> 01-06	International Labour Day / May Day	01/05/2017	MON	6	
19	08-13	Budh Purnima (Holiday)	10/05/2017	WED	5	
20	15-20	Summer Vacations	19/05/2018- 01/07/2018		6	
21	22-27				6	
22	29-03	Maharana Pratap Jayanti (Holiday)	28/05/2017	SUN	5	
23	<b>June</b> 05-10	Sant Kabir Jayanti (Holiday)	09/06/2017	FRI	5	
24	12-17				6	
25	19-24				6	
26	26-30	Summer Vacations	19/05/2018- 01/07/2018		5	

**STUDENTS' FEEDBACK QUESTIONNAIRE**

**Student Details**

Name of the student: (Optional).....

Telephone No (Optional).....

Academic session.....

Class.....

**Department Details**

Name of the teacher.....Subject.....

Please take a time to help your teacher to improve himself / herself by filling up the following feedback form as accurately as possible without any type of bias.

S. No.	Statements	Average	Good	Very Good	Out Standing
1	The teacher is punctual				
2	I am satisfied with style of presentation of the teacher				
3	Understanding of the subject a matter.				
4	The teacher is very much cooperative in class				
5	Teacher makes the subject/learning more interesting.				
6	The teacher encourages the students to ask question.				
7	Interest/ motivation is generated by the teacher.				
8	Overall rating about the teacher.				

Additional Comments: Any grievances/suggestions etc. Please feel free to express:

.....  
 .....  
 .....

**Signature of Student**

**ANALYSIS OF STUDENTS FEEDBACK FOR TEACHERS APPRAISAL (2015-16)**

According to the students' feedback:

All the teachers were punctual and met their classes regularly.

Although students were satisfied with the presentation of teachers in classroom but they wanted that teachers should give some more examples, use technology and also make use of vernacular language.

Majority of the teachers were well versed in their subject and competent enough to deal with students in the class room.

Most of the students felt that teachers tried to make their lessons interesting by the use of different methods and approaches of teaching.

Students felt that majority of the teachers provided democratic environment and freedom to ask questions in the classroom and also provided answers to their queries.

Students felt that the teachers motivated them to participate in teaching learning process.

**Annexure-3(Best Practices)**

## A) Best Practice-I

**1. Title of the Best Practice- Peer Evaluation of Teaching**

We conduct peer evaluation of the students at least two times during the session. The Student is evaluated by two faculty members of neighbouring institute/ Head of the Institution other than parent institute.

**2. Goal(Objective):**

The objective of the 'best practice' is to improve the Academic quality and also to point out and rectify defects, if any, so as to make the learning more effective

**3. The context that required initiation of the practice:**

The student and faculty members gets good opportunity to share the experience of senior academicians in teaching learning. This will help them to develop good learning skills. The weakness or defects, if any, can be rectified. The overall performance of the student's can be improved. A cordial relation among the stakeholders can be developed.

**4. Practice:**

A group of students is evaluated by the peer. Evaluation process is conducted by faculty members of neighbouring institute/ Head of the Institution other than parent institute. All the teachers and students of the Institute are involved in the process. During the peer evaluation observations are noted and communicated to the faculty Members, Principal and Management for improvement if necessary.

**5. Evidence of Success:**

The regular improvement in learning skill in most of the students is a clear evidence for the success of the practice.

**6. Obstacles faced strategies adopted to overcome them**

No major obstacle faced to adopt this practice.

**7. Resources Required**

For the implementation of the 'best practice' no special resources are required.

**B) Best Practice-II**

**1. Title of the Best Practice- Annual Teaching Plan**

**2. Goal(Objectives):**

- a. To generate action oriented teachers who will be committed to achieving desirable outcomes.
- b. To ensure the sustenance and enhancement of learning skills in keeping with the curriculum.
- c. To enable teachers to frame flow charts for curriculum transaction.
- d. To enable the teachers to develop a deep insight into various needs of students.
- e. To develop management skills in the faculty members and timely execution of activities.

**3. The context that required initiation of the practice:**

It is observed that the monitoring of curriculum transaction in different sections of class is necessary for the Head of the Institution. There is need of a mechanism to monitor the progress of curriculum transaction by the faculty is upto the mark or not. For this purpose Annual Teaching Plan mechanism is adopted by the Institution framed by the IQAC.

**4. The Practice:**

Each faculty member prepares his/her tentative plan for the transaction of curricula and contribution in co-curricular activities. Execution of the Class and practical is mentioned in the execution table. On every Saturday it is put-up on the table of the Principal. Principal cross verified the details provided by the faculty randomly during the next week. Reference books, Question Papers, evaluation reports, co-curricular activities also recorded by the faculty members in his/her dairy.

**5. Evidence of Success:**

All faculty members completed their syllabus on time and record is maintained by the institution.

**6. Problem encountered**

No major obstacle faced to adopt this practice.

**7. Resources Required**

Printed prescribed Dairy designed by the IQAC is provided by the Institute.

**8. Impact of The Practice**

All the faculty members actively contributed their skills in transaction of syllabus as well as co-curricular activities. Regular feedback taken by the Principal on the basis of their execution report, hence syllabus completed on time.