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

2015-2016

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

2015-16

1. 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:**
   (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)

> EC&C/06/A&A/095

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

Web-link of the AQAR: **http://mmvjk.com/aqar/AQAR15-16.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.25	2015	5
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted to NAAC on 12-10-2011)*

   i. **AQAR2015-16 (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   **Maharishi Dayanand University, Rohtak**

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. ☐ 1   Faculty ☐ 2

     Non-Teaching Staff Students ☐ 1   Alumni ☐ 1   Others ☐ 2

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. ☐ 0   International ☐ 0   National ☐ 0   State ☐ 0   Institution Level ☐ 1

   (ii) Themes | **Seminar on higher education issues and challenges** |

2.14 Significant Activities and contributions made by IQAC

> ❋ IQAC aimed at improving the leadership qualities, personality development and communicative skills among students.
>
> ❋ Skill improvement through curriculum guidance.
>
> ❋ Feedback of all the activities was collected.
>
> ❋ Active involvement of teachers in research publications was seen.
>
> ❋ Encouraged faculty members to participate in workshops/seminars/conferences.
>
> ❋ Remedial teaching was taken to improve student's performance.

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
• Orientation Program	Five day Orientation program conducted by the Subject Experts from the reputed Academicians as well faculty members of the Institution. (Implemented)
• Strengthening of Library Resources	Library Automation completed. E-journals subscribed. (Implemented)
• Workshop	Organized by the Institute(Implemented)
• Educational tour Organized	Organized(Implemented)

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

1. 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	3	0	3	0
Total	6	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	6
Trimester	0
Annual	0

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑
    (On all aspects)

          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.

NO

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
0	3	0	0	0	0	0	0	14	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   0   0   30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	0	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.
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Use of SMART CLASS Room
- Optimum utilization of ICT cum Language Lab.
- Extension Lecture.

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

| 208 |

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

| 90% |

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	1068	1%	52%	37%	0	91%
PG	267	0	90%	10%	0	97%

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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	0
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.

S. No.	Name of Faculty Member	Topic(Workshop/ Seminar)	Date	Venue	Paper Presentation/ Participation
1	Mrs. Sunita Kumari(Hindi)	'' राष्ट्रीय संगोष्ठी– समाजिक परिवर्तन के कारक के रूप में साहित्य''	18-19 Feb. 2016	B. L. Jindal Suiwal College, Tosham	Paper Presentation
2	Dr. Manju Sangwan	''राष्ट्रीय संगोष्ठी– कबीर काव्य में सामाजिक सृजन''	18-19 March 2016	B. L. Jindal Suiwal College, Tosham	Paper Presentation
3	Dr. Manjeet	Workshop on Soft Skill and Creative Writing	01 Feb. 2016 to 06 Feb. 2016	GJU(SET), Hissar	Participation
4	Dr. Munni Choudhary	Internation Conference on Psychology and Allied Science	16-18 Jan. 2016	Ravindra Bhawan, Margoo(Goa)	Participation
		Workshop on Soft Skill and Creative Writing	01 Feb. 2016 to 06 Feb. 2016	GJU(SET), Hissar	Participation
5	Dr. Vandana	Seminar on Literature	18-19 Feb.	BLJS College,	Paper

	Beniwal	as a Vehicle for Social Regeneration	2016	Tosham	Presentation
		Seminar- Indian English Literature Emerging Issues and Challenges	28 Feb. 2016	Chhotu Ram Arya College, Sonipat	Paper Presentation
6	Mrs. Poonam	Seminar- The need of Higher Education Reforms in Context of Challenging Global Scenario	6 Nov. 2015	Jind University, Jind	Paper Presentation
		Seminar- Agriculture in the Age of Globalization	27 Feb. 2016	D.A.V. Century College, Faridabad	Paper Presentation
		Seminar- Human Rights and NSS	9 March 2016	MDU, Rohtak	Paper Presentation
7	Dr. Sharmila Kumari	Seminar- The need of Higher Education Reforms in Context of Challenging Global Scenario	6 Nov. 2015	Jind University, Jind	Paper Presentation
		Seminar- Human Rights and NSS	9 March 2016	MDU, Rohtak	Paper Presentation
		Seminar- Role and Influence of Mathematics in Modern Era	25-26 March 2016	Mukund Lal national College, Yamuna Nagar	Paper Presentation

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 *(other than compulsory by the University)*	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. [0]   Chapters in Edited Books [0]

ii) Without ISBN No. [0]

3.8 No. of University Departments receiving funds from

UGC-SAP [0]   CAS [0]   DST-FIST [0]

DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [0]   CE [0]   Any Other (specify) [0]

3.10 Revenue generated through consultancy

0

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   0

3.13 No. of collaborations   International   0   National   0   Any other   0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency   0   From Management of University/College   1.20

Total   1.20

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   0
and students registered under them   0

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF `0`   SRF `0`   Project Fellows `0`   Any other `0`

3.21 No. of students Participated in NSS events:

University level `0`   State level `0`

National level `2`   International level `0`

3.22 No. of students participated in NCC events:

University level `0`   State level `0`

National level `0`   International level `0`

3.23 No. of Awards won in NSS:

University level `0`   State level `0`

National level `0`   International level `0`

3.24 No. of Awards won in NCC:

University level `0`   State level

National level `0`   International level `0`

`0`

3.25 No. of Extension activities organized

University forum `0`   College forum `0`

NCC `0`   NSS `0`   Any other `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
- Polio Awareness campaign was organized
- 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	15Acres	0	0	15 acres
Class rooms	30	8	Mgmt.	38
Laboratories	3	1	Mgmt.	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)	3	4	Mgmt.	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	0	0	10228	2001890
Reference Books	4869	1548600	0	0	4869	1548600
e-Books	0	0	0	0	0	0
Journals	10	3890	0	0	10	3980
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	Depart-ments	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 **40000.00**

ii) Campus Infrastructure and facilities **5 Lacs**

iii) Equipments **6.5 Lacs**

iv) Others **3.67 Lacs**

Total : **15.57 Lacs**

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
1068	**267**

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
0	0

Women

No	%
0	0

Last Year(2014-15)						**This Year(2015-16)**					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
892	227	0	281	0	1453	882	197	0	256	0	1335

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 [0]   SET/SLET [0]   GATE [0]   CAT [0]

IAS/IPS etc [0]   State PSC [0]   UPSC [0]   Others [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   **All interested Students were benefited**

5.7 Details of campus placement

On campus			Off Campus
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 [32]   National level [10]   International level [2]

No. of students participated in cultural events

State/ University level [2]   National level [0]   International level [0]

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

Sports : State/ University level   [10]   National level   [3]   International level   [0]

Cultural: State/ University level   [0]   National level   [0]   International level   [0]

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   [0]   National level   [0]   International level   [0]

Exhibition: State/ University level   [0]   National level   [0]   International level   [0]

5.12   No. of social initiatives undertaken by the students   [0]

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 bv 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.

- Computer, LCD and internet equipped classrooms
- Efforts to make college campus eco-friendly.
- Complaint & Suggestion box
- Systematic Feedback Mechanism

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

- Orientation program- Five day orientation program addressed by reputed Academician from the education field.
- ICT enabled teaching- Training provided to the students for use of computer, Internet and Language lab.
- All faculty members involved in use SMART Class.

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

- Peer Evaluation
- Annual Teaching Plan

ANNEXURE-III

7.4 Contribution to environmental awareness / protection

- Tree plantation in campus
- Campus cleanliness programme
- Environment awareness rally, poster competition, exhibition

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

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

- Organization of National / State level conferences and seminars.
- Organization of Inter-class sports competitions
- Annual Day Celeberation
- Celebration and observance of various special days
- Organization of Medical check-up Camp
- Organization of various competitions
- To make the campus Wi-Fi

Name- Dr.(Mrs.) Manjeet   *Name- Dr.(Mrs.) MANJU*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annual Calendar 2015-16

ACADEMIC CALENDAR FOR ODD SEMESTERS (2015-16)

Week	Month/ Date	Activities	Date	Day	Working/ Teaching Days	Remarks
27	**Jul** 1-4	Admission Process Starts	01-15/07/2015	WED-WED	4	
28	6-11	Admission Process Continues	01-15/07/2015	WED-WED	6	
29	13-18	Session Starts Orientation Programme Id-Ul-Fitr (Holiday)	16/07/2015 17/07/2015 18/07/2015	THU FRI SAT	5	
30	20-25				6	
31	27-01				6	
32	**Aug** 03-08				6	
33	10-15	Independence Day Celebration (Holiday)	15/08/2015	SAT	5	
34	17-22	Teej (Holiday) Talent Show (All Deptts.)	17/08/2015 18/08/2015	MON TUE	5	
35	24-29	Raksha Bandhan (Holiday)	29/08/2015	SAT	5	
36	**Sept** 31-05	Teacher's Day Celebration (Because of Holiday on 5th) Janmashtami (Holiday)	04/09/2015 05/09/2015	FRI SAT	5	
37	07-12	International Literacy Day (NSS Activity)	08/09/2015	TUE	6	
38	14-19	Sanchayika Day (Commerce Deptt. Activity) Hindi Divas Celebration (Arts & Humanity)	14/09/2015 14/09/2015	MON MON	6	
39	21-26	Haryana Shahidi Diwas (Holiday) Id-Ul-Juha Bakrid (Holiday)	23/09/2015 25/09/2015	WED FRI	4	
40	28-03 Oct	Gandhi Jayanti (Holiday)	02/10/2015	FRI	5	
41	**Oct** 05-10				6	
42	12-17	Maharaja Agrasen Jayanti (Holiday)	13/10/2015	TUE	5	
43	19-24	Vacations I	19-25/10/2015	MON-SUN		
44	26-31	Maharishi Valmiki Jayanti (Holiday) Karva Chauth (Holiday)	27/10/2015 30/10/2015	TUE FRI	4	
45	**Nov** 02-07				6	
46	09-14	International Week Of Science (Science Deptt) Diwali (Holiday) Vishavakarma Day (Holiday)	09-14/11/2015 11/11/2015 12/11/2015	MON-SAT WED THU	4	
47	16-21	# University Exams Scheduled	19/11-17/12/2015	THU-THU	6	
48	23-28	Guru Nanak's Birthday (Holiday)	25/11/2015	WED	5	
49	**Dec** 30-05				6	
50	07-12				6	
51	14-19	Winter Vacations	18-31/12/2015	FRI-THU		
52	21-26					
53	28-31					

PRINCIPAL

ACADEMIC CALENDAR FOR EVEN SEMESTERS (2015-16)

Week	Month/ Date	Activities	Date	Day	Working/ Teaching Days	Remarks
1	**Jan, 2016** 01-09	Session Commences	01/01/2016	FRI	8	
2	11-16	Guru Govind Singh Jayanti (Holiday)	16-01-2016	SAT	5	
3	18-23	Netaji Subhas Chander Bose Jayanti Celebration/ National Day Of Patriotism	23/01/2016	SAT	6	
4	25-30	Republic Day Celebration	26/01/2016	TUE	5	
5	**Feb.** 01-06				6	
6	08-13	Basant Panchmi/ Chhotu Ram Jayanti (Holiday)	12/02/2016	FRI	5	
7	15-20	Quiz Contest (Diff. Deptts.)	19/02/2016	FRI	6	
8	22-27	Guru Ravidas's Jayanti (Holiday)	22/02/2016	MON	5	
9	**March** 29-05	Maharshi Dayanand Saraswati Jayanti (Holiday)	04/03/2016	FRI	5	
10	07-12	Maha Shivratri (Holiday) International Women's Day Celebration	07/03/2016 08/03/2016	MON TUE	5	
11	14-19	Consumers Day/Workshop on Consumer Protection Act	15/03/2016	TUE	6	
12	21-26	Vacation II	21-26/03/2016	MON-SAT		
13	28-02				6	
14	**Apr** 04-09				6	
15	11-16	Vaisakhi (Holiday) Dr. B.R. Ambedkar's Jayanti (Holiday) Ram Navami (Holiday)	13/04/2016 14/04/2016 15/04/2016	WED THU FRI	3	
16	18-23	Mahavir Jayanti (Holiday)	20/04/2016	WED	5	
17	25-30	# University Exams Scheduled	30/04/2016	SAT	6	
18	**May** 02-07				6	
19	09-14	Lord Parshu Ram Jayanti (Holiday)	09/05/2016	MON	5	
20-26	16-21 23-30 June	Budh Purnima (Holiday) Summer Vacations	21/05/2016 18/05-30/06/2016	SAT WED-THU	2	

Final Exams are subject to the final exam schedule of MDU.

STUDENTS' FEEDBACK QUESTIONNAIRE

Student Details

Name of the student: (Optional)...

Telephone No (Optional)...

Academic session...

Class...

Department Details

Name of the Lecturer .... 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.