

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

2016-2017

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

2016-17

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/AQAR16-17.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.25	2015	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 submitted to NAAC on 30/01/2019**
- ii.

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

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

- * 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.
- * Fulfilling social responsibilities.
- * Participation from stakeholders.
- * 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
<ul style="list-style-type: none"> • Orientation Program 	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"> • Encouragement to the faculty members, employees and students for their achievement and performances by presenting them with awards, prizes and recognition certificates. 	Institute has given awards to Faculty members for their academic and research related achievements. The students were given mementos, prizes and certificates for their academic as co curricular and extra curricular achievements and attendance in the class. (Implemented)
<ul style="list-style-type: none"> • Collection of feedback from students on teachers' performance in the class 	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"> • To encourage the students for more participations in games/sports conducted by the University 	Institution provided broad opportunity for more participation in Games/Sports(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

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	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	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.

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	32	0
Presented papers	0	30	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 205

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 84%

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	3%	64%	32%	0	99%
PG	267	12%	70%	10%	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	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
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. Sumitra Kumari	“ राष्ट्रीय संगोष्ठी- संत साहित्य परंपरा”	15Oct. 2016	Deptt. Of Hindi, Indira Gandhi University, Meerpur	Paper Presentation
		“ राष्ट्रीय संगोष्ठी- हिंदी संत साहित्य के स्रोत”	21 Oct. 2016	MDU Rohtak	Paper Presentation
		“ अंतर्राष्ट्रीय संगोष्ठी- वैश्विक परिपेक्ष्य में गीता के नैतिक मूल्य”	04 Dec. 2016	Matri Bhoomi Seva Sansthan, Kurukshetra	Paper Presentation
		“राष्ट्रीय संगोष्ठी- 21वीं सदी की हिंदी कविता परिवेशगत चर्चा”	07 March 2017	Janta College, Ch. Dadri	Paper Presentation
2	Dr. Manju Sangwan	“अंतर्राष्ट्रीय संगोष्ठी- भारतीय संस्कृति का वैश्विक प्रसार”	11 Sept. 2016	Deptt. Of Hindi, Kurukshetra University, Kurukshetra	Paper Presentation
	Dr. Manju	“ राष्ट्रीय संगोष्ठी- संत	15Oct. 2016	Deptt. Of Hindi, Indira	Paper Presentation

	Sangwan	साहित्य परंपरा”		Gandhi University, Meerpur	
		” राष्ट्रीय संगोष्ठी- हिंदी संत साहित्य के स्रोत”	21 Oct. 2016	MDU Rohtak	Paper Presentation
		”राष्ट्रीय संगोष्ठी- 21वीं सदी की हिंदी कविता परिवेशगत चर्चा”	07 March 2017	Janta College, Ch. Dadri	Paper Presentation
3	Dr. Manjeet	Short Term Course in Effective Teaching, Research and Methodology	07 Nov. 2016 to 12 Nov. 2016	UGC-HRDC, GJU, Hissau	Participation
		Seminar- GST: Challenges and Potential Impact on Various Sector	18 Feb. 2017	Govt. College, Ateli, Mahendragarh	Paper Presentation
		Seminar- Digital India: Initiative and Challenges	18 march 2017	DAV College, Pehowa(KU)	Paper Presentation
		Seminar- Role of IT in Banking Sector: An Indian Perspective	24 March 2018	SJK College, Kalanaur	Paper Presentation
5	Dr. Vandana Beniwal	Seminar – Literature as a Mirror to the Soul of a Culture	10 Feb 2017	Ch. Bansi Lal Govt. Colleg, Tosham	Paper Presentation
		Seminar – Relevance of Literature & Language in Modern Context	25 Feb 2017	Tau Devi Lal Govt. Colleg, Sonipat	Paper Presentation
		Seminar- Contemporary Indian Literature: An Overview	6-7 March 2017	PNS Govt. College, Rohtak	Paper Presentation
6	Mrs. Poonam	Seminar- Emerging Issue in Retail Management	22 Sept. 2016	Guru Nanak College Yamuna Nagar	Paper Presentation
		Seminar- United Nations Role to protect Human Rights in 21 st Century	24 Oct. 2016	MDU Rohtak	Paper Presentation

		Seminar- Paradigm Shift in GST: Implication and Challenges	18 Feb 2017	Ch. Bansi Lal Govt. Colleg, Tosham	Paper Presentation
		Seminar- Impact of Demonetization on Various Sectors	25 March 2017	Vaish College, Bhiwani	Paper Presentation
7	Dr. Sharmila Kumari	Seminar- Recent Advances in Mathematical Research	11 Feb. 2017	Rajiv Gandhi College, Soha, Ambala	Paper Presentation
		Seminar- Mathematics of Computer: Computing, Communication	18 Feb 2017	Agarwal College, Ballabhgarh	Paper Presentation
		Seminar- Innovation in Science	27 Feb. 2017	RKSD College, Kaithal	Paper Presentation
8	Mrs. Sudhesh	“ राष्ट्रीय संगोष्ठी- भारतीय संस्कृति का वैश्विक प्रसार”	11 Sept. 2016	Kurukshetra University	Paper Presentation
		Seminar- Has the RTI Act Gained its Goal in Present Scenario	24 March 2017	Vaish College, Bhiwani	Paper Presentation
		Seminar- Impact of Demonetization on Various Sectors	25 March 2017	Vaish College, Bhiwani	Paper Presentation
9	Mrs. Reena	National Conference- Analysis of Crop Diversification in Narnaul Block	6-8 Oct. 2016	Deptt. of Geo, SRLS Govt. PG College, Kaladera	Paper Presentation
		National Seminar- Role of Women in Rural Development	11 Feb. 2017	Ch. Bansi Lal Govt. Colleg, Tosham	Paper Presentation
10	Mrs. Munni Choudhary	Short Term Course in Effective Teaching, Research and Methodology	07 Nov. 2016 to 12 Nov. 2016	UGC-HRDC, GJU, Hissau	Participation
		Seminar- Paradigm Shift	18 Feb 2017	Ch. Bansi Lal	Paper

		in GST: Implecation and Challenges		Govt. Colleg, Tosham	Presentation
		Seminar- Digital India: Initiative and Challenges	18 march 2017	DAV College, Pehowa(KU)	Paper Presentation
		Seminar- Emerging Issue in Financial Sector of India	24 March 2017	SJK College, Kalanaur	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 <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

0

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 0

National level 0 International level 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	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	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	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

50000.00

ii) Campus Infrastructure and facilities

3 Lacs

iii) Equipments

1.5 Lacs

iv) Others

4.00 Lacs

Total :

8.00 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
1161	233

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%		No	%
Men	0	0	Women	0	0

Last Year(2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
882	197	0	256	0	1335	926	194	0	274	0	1394

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

All interested Students were 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	<input type="text" value="40"/>	National level	<input type="text" value="3"/>	International level	<input type="text" value="2"/>
-------------------------	---------------------------------	----------------	--------------------------------	---------------------	--------------------------------

No. of students participated in cultural events

State/ University level	<input type="text" value="30"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
-------------------------	---------------------------------	----------------	--------------------------------	---------------------	--------------------------------

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.

- Introduction of New Teaching Plan Diaries for the faculty Members.
- Teaching through the use of ICT
- Efforts to make college campus eco-friendly.
- Complaint & Suggestion box
- Review of functioning of various Academic committees.

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

- Initiation for Permanent Affiliation
- Increase the Participation in Orientation programs and refresher courses.
- Introduction of New PG Courses.
- Celebration and observance of various special days
- Organization of Medical check-up camp

Name- *Dr.(Mrs.) Manjeet*

Name- *Dr.(Mrs.) MANJU*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annual Calendar 2016-17

MAHILA MAHAVIDYALYA, JHOJHU KALAN (CH. DADRI)

ACADEMIC CALENDAR FOR ODD SEMESTERS (2016-17)

Week	Month/Date	Activities	Date	Day	Working/Teaching Days	Remarks
26	Jul 1-2	Admission Process Starts	01-13/07/2016	FRI-FRI	4	
27	4-9	Admission Process Continues Id-Us-Fitr (Holiday)	01-13/07/2016 06/07/2016	FRI-FRI WED	6	
28	11-16	Admission Process Continues	16/07/2016	SAT	6	
29	18-23	Session Starts Orientation Programme	18/07/2016 19/07/2016	MON TUE	6	
30	25-30				6	
31	Aug 01-06	Tej Celebration Tej (Holiday)	04/08/2016 05/08/2016	THU FRI	5	
32	8-13	Talent Show (All Dept.) in this week	08-12/08/2016	MON-SAT	5	
33	15-20	Independence Day Celebration Raksha Bandhan (RII-Holiday)	15/08/2016 18/08/2016	MON THU	5	
34	22-27	Jannashtrami (Holiday)	25/08/2016	THU	5	
35	Sept 29-03				6	
36	05-10	Teacher's Day Celebration International Literacy Day (NSS Activity) GK Quiz (for All Depts. separately)	05/09/2016 08/09/2016 06-10/09/2016	MON THU TUE-SAT	6	
37	12-17	Id-Us-Jaba (Bakrid) (Holiday) Sanchayika Day (Commerce Dept. Activity) Hindi Divas Celebration (Arts & Humanity)	12/09/2016 14/09/2016 14/09/2016	MON TUE TUE	6	
38	19-24	Haryana Shahidi Diwas (Holiday)	23/09/2016	FRI	5	
39	26-01	Maharaja Agrasen Jayanti (Holiday)	01/10/2016	SAT	5	
40	Oct 03-08	Gandhi Jayanti (Holiday)	02/10/2016	SUN	6	
41	10-15	Dussehra (Holiday) Moharram (Holiday) World Students' Day (Birthday of Dr. A.P.J. Abdul Kalam, Former President of India)	11/10/2016 12/10/2016 15/10/2016	TUE WED SAT	5	
42	17-22	Meludi Competition (All Depts. Separately) Karva Chauth (RII-Holiday)	18/10/2016 19/10/2016	TUE WED	5	
43	24-29	UN Day Vacations (28/10/2016-03/11/2016) Diwali (Holiday)	24/10/2016 28/10/2016 30/10/2016	MON SAT SUN	4	
44	Nov 21-05	Haryana Day & Vishvakarma Day (Holiday) Vacations I (28/10/2016-03/11/2016)	01/11/2016 03/11/2016	TUE THU	5	
45	07-12				4	
46	14-19	Guru Nanak's Birthday (Holiday)	14/11/2016	MON	6	
47	21-26				6	
48	Dec 28-03				6	
49	05-10				6	
50	12-17	Id-E-Milad	13/12/2016	TUE	5	
51	19-24	Winter Vacations (19/12/2016-31/12/2016)			6	
52	26-31	Shaheed Udham Singh's Birthday (Holiday) Winter Vacations (19/12/2016-31/12/2016)	26/12/2016	MON	5	

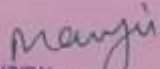
Manju
PRINCIPAL
Mahila Mahavidyalaya
JHOJHU KALAN (BHIWANI)

MAHILA MAHAVIDYALYA, JHOJHU KALAN (CH. DADRI)

ACADEMIC CALENDAR FOR EVEN SEMESTERS (2016-17)

Week	Month/ Date	Activities	Date	Day	Working/ Teaching Days	Remarks
1	Jan,2017 02-07	Session Commences Guru Govind Singh Jayanti (Holiday)	02/01/2017 05-01-2017	MON THU	6	
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	30-04 Feb.	Basant Panchmi/ Sir Chhotu Ram Jayanti (Holiday)	01/02/2017	WED	6	
6	06-11	Guru Ravidas's Jayanti (Holiday)	10/02/2017	FRI	5	
7	13-18	Quiz Contest (Diff. Depts.)	17/02/2017	FRI	6	
8	20-25	Maharshi Dayanand Saraswati Jayanti (Holiday) Maha Shivratri (Holiday)	21/02/2017 24/02/2017	TUE FRI	4	
9	March 27-04	All Subjects Tests to be conducted during the week	27/02- 04/03/2017	MON-FRI	6	
10	06-11	International Women's Day Vacations II (10/03/2017-16/03/2017)	08/03/2017 10- 16/03/2017	WED FRI-THU	6	
11	13-18	Holi (Holiday)	13/03/2017	MON	6	
12	20-25	Shahidi Divas (Holiday)	23/03/2017	THU	5	
13	27-01				6	
14	Apr. 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	3	
16	17-22				6	
17	24-29	Lord Parshu Ram Jayanti (Holiday)	28/04/2017	FRI	5	
18	May 01-06				6	
19	08-13	Badh Purnima (Holiday)	10/05/2017	WED	5	
20	15-20	Summer Vacations (18/05/2017-30/06/2017)				

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


 PRINCIPAL
 Mahila Mahavidyalaya
 JHOJHU KALAN (BHIWANI)

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.