SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

ARYA POST GRADUATE COLLEGE, PANIPAT

G.T. ROAD OPPOSITE MAIN BUS STAND PANIPAT-132103
132103
www.aryapgcollege.com

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Arya P.G. College relishes the status of being one of the oldest colleges in Haryana along with the additional perks of NCR region, founded in 1954. The college is situated opp. Main Bus Stand of Panipat (Haryana). College is co-educational, under government aided structure, and recognized under 2(f) & 12(B) of the UGC. Today, the college can boast of its special campus, state-of-art infrastructural facilities and highly acclaimed faculty trained at leading universities in India. At Arya College, we not only lay stress on achieving academic excellence, yet also provide various opportunities to help students by enhancing their knowledge and skills in development. Notwithstanding its name, students from all the areas of life have grown up here and excelled in the chosen areas of their interests, be it academic, sports and extra-curricular activities. Along with this the college provides a liberal, lively and competitive environment enabling students to carve out a niche for themselves in the chosen areas. Besides the infrastructural facilities, the strength of the college lies in its congenial and enriching atmosphere, which plays a crucial role in maintaining the excellent record the college is renowned for. The college has achieved remarkable growth in all the spheres of life over the years. The college deserves the pride to have an exceptionally beautiful lush green campus, magnificent building of architectural beauty spreading over about 12 acres of land catering to overall development of 5243 students including 3224 girls.

Vision

To become a premier college recognised globally for its excellence in creation of high thinking professionals and visionaries with an appropriate focus on right grooming for accepting challenges in the real life.

Mission

- To create excellence in various perspectives, dimensions and domain through quality education.
- To foster a passion for learning & creative thinking among all stakeholders.
- To render inventive education by offering practical, innovative & technology driven programmes.
- To prepare Management & technical professionals with a global mindset
- To innovate curriculum & methodology according to the changing dynamics of business & industry.
- To build intellectual capital through faculty development, research, consultancy & publication by creating a conductive learning environment.
- To produce ideal citizens empowered for economic growth within a value system.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary and dynamic leadership.
- Highly experienced, dynamic and result oriented young faculty members with strong academic credentials.

- Excellent results in the field of Academics, Cultural and Sports.
- Gender Friendly Campus.
- Performance of Vedic Havan on important occasions and all working Mondays.
- Infrastructure facilities in terms of adequate space for class rooms and laboratories, multipurpose Auditorium, Conference Hall, Seminar Halls, Smart Class room, Indoor Sports Hall, Shooting Range, Gym, Outdoor Games Ground, Language Lab, Fashion Designing Labs, Media Lab, Media Studio, Botanical Garden, sufficient wash rooms, Separate Common rooms for Boys and Girls, Cosmetology Lab, Dispensary with MBBS Doctor, Rain Harvester, R.O. Plant, Solar Panel, Lush Green Campus, LEDs etc.
- CCTV surveillance with recording facility.
- Model curriculum for all disciplines with emphasis on good fundamentals, advanced knowledge, scope for diversified learning through electives and practicals.
- Well equipped laboratories along with separate computer lab with internet connectivity.
- Cordial and courteous relationship among teachers and students of the department.
- Regular organization of extra mural extempore lectures on issues of contemporary importance.
- The college regularly maintains Industry and academic interface.
- Strategic location of the College.
- College has its own UGC approved Research Journal.
- Mass Communication Dept. has its weekly news letter "Prerna" and News Bulletin "ACP News - Khabar Har Pal ki"
- Centrally Air Conditioned Library with E-learning resources and equipped with LIBSYS software.
- Wi-Fi Campus with Lease line internet facility.
- Well functional different cells of the college.

Institutional Weakness

- Lack of college owned transportation facility.
- Inadequate sanctioned regular teaching and non-teaching staff.
- Lack of sewage system.
- Financial constraints as fee charged is minimal.
- Rigid course curriculum designed by the university.

Institutional Opportunity

- The college has substantial potentiality for expanding its educational and research operations by bringing about innovative changes in teaching-learning, library resources and laboratory resources with the support of its qualified teachers.
- There are ample opportunities for the departments of the college to engage in industry and academic interface due to its strategic location in industrial town Panipat.
- NSS/NCC Cell can arrange more awareness drive against social evils in rural areas.
- The college can be a social laboratory for the people of the regional for its need based education and research on socio-economic perspectives.
- More value added courses can be introduced.
- Explore alumni involvement in academic & placement activities.
- Employability of students can be improved through more campus drives and organization of job fairs in the college.

Institutional Challenge

- As faculties are overloaded with teaching activities as well as extra curricular assignments given by college, it is a herculean task to undertake qualitative research initiatives.
- Introduction of application oriented programme to attract students from abroad.
- Lack of mechanisms to convert laboratory research into useful product of industrial and societal need.
- Research and motivation is another challenge at the time of joblessness.
- To overcome the communication/transportation problem is a challenge
- Development of infrastructure due to lack of adequate land poses serious challenges in front of the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Planning and Implementation:

College receives the curriculum from Kurukshetra University, Kurukshetra. Role of the college lies in the effective implementation of the curriculum. IQAC of college is well functional and coordinates with faculty members, programme officers of different cells for extra-curricular activities, cultural & sports departments of the college. In addition, college also runs a number of add-on courses for students along with their main programmes. A number of teachers of the college participate in curricular planning as member of different bodies of the University such as Academic Council, University Court, Cultural & Sports Council, member of Board of Studies and member of different committees of the University.

Academic Flexibilities:

As per the latest needs, College has introduced a numbers of new job oriented, vocational and skill oriented courses so that students can take-up self-employment after completing their studies.

Curriculum Enrichment:

College tries to incorporate cross-cutting issues relating to Gender, Environment- Sustainability, Human Values and Professional Ethics. College has also offered a number of value–added courses to students along with main programme. Certain Programme of studies in the college requires field projects and Internship for which college makes suitable arrangements. For such activities, College provides all necessary supporting facilities like computers, printers, photocopier, internet etc in addition to the library facilities.

Feedback System:

There is an effective feedback procedure to collect the feedback from various stakeholders such as students, teachers, alumni & parents. The feedback thus received is appropriately analyzed & implemented.

Teaching-learning and Evaluation

Students Enrollment & Profits:

Majority of the students take admission from different parts of Haryana, but few students from neighboring states also seek admission in the college. While admitting the students, college strictly follows the reservation policy of govt. of Haryana.

Catering to Students Diversity:

College has streamlined mechanism for continuous monitoring and evaluation of the students. This helps to identify slow and advanced learner student. College organizes special program for slow learners and advanced learners. College also enrolls able students and provides them special facilities.

Teaching Learning Process:

Main aim of the college is holistic development of the students and encouraging participative, experimental learning, and problem solving methodologies. College has sufficient number of ICT aids and E-resources and motivates teachers for using E-resources in teaching. For this college has fully equipped and digital library, seminar/ conference/ small class rooms, updated laboratories, multipurpose auditorium etc.

Teacher Profile and Quality:

College recruited a number of full time teachers against sanctioned posts, many of whom are already Ph.D and some are pursuing Ph.D. Teaching faculty of the college is excellent and has received awards and recognition from recognized bodies.

Evaluation Process & Reforms

College has continuous assessment mechanism. The process of internal assessment of student is transparent and rogust in terms of frequency & variety. Examination grievance mechanism is also effective.

The Students Performance & Learning outcome

The learning outcomes of all courses and programmers' are identified and students' attribute are accessed accordingly.

Research, Innovations and Extension

Resource Mobilization for Research:

College provides all facility to faculty members for quality research. This includes organizing national & international seminars/conferences, participation in conferences, granting TA/DA, registration fees and duty leave etc. UGC, New Delhi has granted minor & major research projects to the teachers of the college.

Innovation Ecosystem:

College has a botanical garden which creates small ecosystem for local flora & fauna. Botany deptt. is looking after this garden and planting saplings received from different places. College also invites reputed businessmen from local Industries and organizes Industry tours for students.

Research Publications & Awards:

While conducting research, college motivates the faculty to rely on genuine work and not to indulge in malpractices. One teacher of the college has guided the Ph.D scholar in the subject of Botany. Faculty members of the college have published quality research papers in journals of national and international level. Faculty member has authored, edited books and also contributed towards conference proceedings during last five years.

Extension Activities:

Different Cells of the college has sensitized the students towards important social issues such as Swach Bharat, Aid Awareness, and Gender Issues through a number of extension activities in collaboration with Industry, Community, and NGO. Faculty members and college itself has been recognized appropriately and received awards from Govt. / recognized bodies during last five years.

Collaborations:

College is running a number of job-oriented and vocational courses, to make such courses more effective, college has entered into MOU's with reputed institutes.

Infrastructure and Learning Resources

Physical Facilities:

College has adequate facilities for teaching-learning viz. classrooms, laboratories, computers etc. The College campus is spread over 12.24 acres of serene green land. College has sufficient facilities for sports (Indoor sports training centre and open playground) that includes gym, shooting range, court for indoor games etc. Facilities for cultural activities include multipurpose auditorium, conference hall, seminar hall, smart class room, open stage etc. For making teaching learning more effective college has sufficient ICT enabled facilities.

Library:

The College has one of the best centrally air conditioned and state-of-art library with a stock of more than 60000 titles & reference books. Library has libsys software which is an integrated multi-user library management system designed to run on different hardware/software platform in client-server architecture. Library has collection of knowledge resources such biographies, competitive exam books, book on Religion; works on Mahatma Gandhi, general reading books, dictionaries, encyclopedia, E-Journals,   E-books etc. College allots budget for library. All Students & teachers have access to library. There is separate seating arrangement for boys, girls and teachers with free internet facility in the library.

IT Infrastructure:

At the beginning of the session, assessment for replacement/ upgradation/ addition of existing IT infrastructure is carried out. College has leased line of 20-35 MBPS for internet connection. College has Media lab with

recording & editing facilities and you tube channel. College allots budget for physical facilities, academic support facilities and there are established procedures for maintaining and utilizing such facilities.

Student Support and Progression

Student support:

Every year college publishes its prospectus and uploads it on website which gives detailed information to the students including detail of fees, code of conduct, scholarship sponsored by the Govt. of Haryana, poor aid fund of the college etc. College provides guidelines for competitive examinations, career counseling, soft skill development and remedial coaching. Grievance Redressal committee takes care of students' grievances, particularly girls.

Student Progression:

Career Guidance and Placement Cell of the college organizes a number of seminars and personality development programmes for the students. Passed out students find placement in the reputed companies, banks and local industry of Panipat. College runs four Post Graduate courses in which passed out students of undergraduate take admission and qualify the examination of NET and other competitive exams.

Students Participation and Activities:

As per the direction of Govt. of Haryana, the elections to the students' council are banned. However, college provides ample opportunity to the students and include them in different committees. Every year college organizes a number of sports and cultural events in which students participate. Students of the college have earned awards & medals at National & International level sports & cultural events.

Alumni Engagement:

Alumni association of the college is not officially registered but linked with college in a number of way. Alumni provide a number of facilities to the college including internship facility to the reputed alumni of the college interact with management and give suggestions in the college affairs.

Governance, Leadership and Management

Institutional Vision and Leadership:

In line with the vision and mission, the Management of the College works with the Principal, teaching and non-teaching staff for the benefit of the students. College promotes a culture of participative management and Principal delegates the power to the staff in different committees.

Stretegy Development and Deployment:

The organizational structure of college includes college governing body that includes members of management,

representative of teachers, non-teaching staff nominee of Haryana govt. nominee of affiliating university and Principal as ex-office secretary. There are well established rules and procedure for recruitment and promotion which college strictly follows. For maintaining transparency and efficiency college has successfully introduced centralized College Management System (CMS).

Faculty Empowerment Strategies:

College provides a number of welfare measures for its teaching and non-teaching staff including financial support to the teachers participating in conferences/workshop elsewhere. The Computer department of college organizes annually IT training workshop for teaching & non-teaching staff. College has Performance Appraisal System for its staff.

Financial Management of Resource Mobilization:

College mobilises funds through well established procedure approved by statutory bodies and conducts external and internal financial audit regularly.

Internal Quality Assurance System:

IQAC of the college is well functional and coordinates with teaching & non-teaching staff and students and reviews the teaching learning process and learning outcomes. IQAC also undertakes a number of quality initiatives for the promotion of quality culture in the college finally IQAC prepares AQAR & submit it to NAAC year wise.

Institutional Values and Best Practices

Institutional Values and Responsibilities:

Different cells of the college organize a number of gender equity programmes from time to time. There is equal opportunity for the girls and boys to participate in academic, culture, sports and extra-curricular activities. College is under 24 hour CCTV surveillance and all the gates of the college are adequate guarded. There is affective membership for all the students. There are separate common rooms and washrooms for boys & girls in the college.

Environmental Consciousness and Sustainability:

There is a horticultural committee in the college which supervises plants and saplings planted inside the campus. There is a botanical garden in the campus. Students are made aware of energy conversation and preservation of plants. The campus is plastics and polythene free zone. On birthdays staff and students plant saplings in the college campus. Everyday quotable lines are pasted on the notice board. College is replacing the ordinary light with LED's and also installed solar panels of 50kwh. College follows necessary nouns for waste management and has installed three rain harvesters in college.

Inclusion and Situatedness:

College has undertaken a number of initiatives to address locational advantages with local administration and local community.

Human Values & Professional Ethics;

As a responsible institution, college has a handbook of Code of Conduct for students, teachers, Principal and strictly adheres to it. College also celebrates National Festivals with great enthusiasm.

Best Practices:

College promotes best practices in a number of spheres.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARYA POST GRADUATE COLLEGE, PANIPAT
Address	G.T. ROAD OPPOSITE MAIN BUS STAND PANIPAT-132103
City	PANIPAT
State	Haryana
Pin	132103
Website	www.aryapgcollege.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	JAGDISH GUPTA	0180-2640590	9416872100	0180-2633028	principalapgc54@gmail.com
Associate Professor	Satvir Singh	0180-2695733	9416171857	-	satviraryapgcollege@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	30-05-1954

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Haryana	Kurukshetra University	View Document

Details of UGC recognition	
Under Section	**Date**
2f of UGC	30-05-1954
12B of UGC	30-05-1954

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	18-03-2010
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	G.T. ROAD OPPOSITE MAIN BUS STAND PANIPAT-132103	Urban	12.24	19125

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce And Management	36	Senior Secondary	English + Hindi	374	374
UG	BCom,Commerce And Management	36	Senior Secondary	English + Hindi	1245	1245
UG	BCom,Commerce And Management	36	Senior Secondary	English + Hindi	83	83
UG	BBA,Commerce And Management	36	Senior Secondary	English + Hindi	306	306
UG	BA,Arts	36	Senior Secondary	English + Hindi	117	117
UG	BA,Arts	36	Senior Secondary	English + Hindi	1023	1023
UG	BA,Arts	36	Senior Secondary	English + Hindi	125	125
UG	BA,Arts	36	Senior Secondary	English + Hindi	117	117
UG	BSc,Science	36	Senior Secondary	English	85	85
UG	BSc,Science	36	Senior Secondary	English	583	583

UG	BSc,Science	36	Senior Secondary	English	216	216
UG	BSc,Science	36	Senior Secondary	English	228	228
UG	BCA,Computer Science	36	Senior Secondary	English	162	162
UG	BVoc,Skill Courses	36	Senior Secondary	English + Hindi	61	61
UG	BVoc,Skill Courses	36	Senior Secondary	English + Hindi	116	116
PG	MCom,Commerce And Management	24	Graduation	English + Hindi	187	187
PG	MA,Arts	24	Graduation	English + Hindi	61	61
PG	MA,Arts	24	Graduation	English	31	31
PG	MSc,Science	24	Graduation	English	100	100
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English	11	11

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				0				40
Recruited	1	0	0	1	0	0	0	0	18	16	0	34
Yet to Recruit				0				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				109
Recruited	0	0	0	0	0	0	0	0	20	89	0	109
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	12	0	0	12
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				49
Recruited	40	9	0	49
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	5	1	0	6
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	12	1	0	13
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	5	3	0	6	5	0	20
M.Phil.	0	0	0	3	1	0	3	5	0	12
PG	0	0	0	0	0	0	1	2	0	3

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	0	0	4
M.Phil.	0	0	0	0	0	0	6	12	0	18
PG	0	0	0	0	0	0	14	73	0	87

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	20	4	0	24

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	2	0	0	0	2
	Female	9	0	0	0	9
	Others	0	0	0	0	0
Diploma	Male	10	0	0	0	10
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Certificate	Male	99	0	0	0	99
	Female	176	0	0	0	176
	Others	0	0	0	0	0
UG	Male	1956	10	0	0	1966
	Female	2867	7	0	0	2874
	Others	0	0	0	0	0
PG	Male	39	1	0	0	40
	Female	340	0	0	0	340
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	92	98	96	95
	Female	103	148	128	137
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	121	165	94	55
	Female	211	309	174	118
	Others	0	0	0	0
General	Male	1717	1633	1814	1958
	Female	2007	2467	3058	3235
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		4251	4820	5364	5598

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 20

Number of self-financed Programmes offered by college

Response : 12

Number of new programmes introduced in the college during the last five years

Response : 05

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5598	5364	4820	4251	3981

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2380	2280	2048	1807	1693

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1849	1481	1360	1232	1086

Total number of outgoing / final year students

Response : 1790

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
152	140	103	95	88

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	38	34	29	29

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
41	41	41	41	41

Total experience of full-time teachers

Response : 470.56

Number of teachers recognized as guides during the last five years

Response : 1

Number of full time teachers worked in the institution during the last 5 years

Response : 34

3.4 Institution

Total number of classrooms and seminar halls

Response : 65

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
621	572	583	437	269

 Number of computers

Response : 263

Unit cost of education including the salary component(INR in Lakhs)

Response : 24148

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 11097

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- Before the commencement of new academic session, college receives detailed academic calendar from Kurukshetra University, Kurukshetra pertaining to admissions, Examinations, Vacations of odd & even semester at both UG & PG level. Internal Quality Assurance Cell (IQAC) is fully operational for strict implementation of curriculum provided by the university.
- With the beginning of new academic session i.e. July 1 of every year, Principal of the College calls the staff council meeting to decide the following:
  - Constitution of admission committees with convenors and members for Part I, II & III of art, science & commerce faculty to smoothen the admission process.
  - To direct the departments for laying out the teaching plan of every subject and other academic activities
  - Comparison & evaluation of admission process of previous academic session and suggestion thereof.
  - Societies and Committees formed for extracurricular activities.
  - Time table Committee prepares and present the detailed time table teacher-wise, subject-wise and department-wise.
  - To finalize the important dates for organizing the major functions of the college.
  - Induction programme of all students particularly at entry level is organized one day before the commencement of classes where necessary information is given to the students.
- Every department of the college workout the teaching plan of all members of every subject for the completion of syllabus.To enhance academic excellence, a clear cut action plan involving time frame for completing the syllabi (Lesson Plan) is made available on college website and notice boards which is easily accessible to the students
- Detailed Academic and extra-curricular activities are planned by each departments in advance. The date and theme of such activities are conveyed to the students.
- Sports and cultural Activities to be carried out in a semester are planned in advance by respective departments.
- Extra and remedial classes for poor and disabled students are planned and executed by teachers of every department.
- Problems and suggestion of students regarding everything are collected by class In-charges.
- At the onset of new session, induction programme is organized for extra-curricular activities viz. Cultural Activities, Sports Activities, by NSS, NCC, Women Cell, Red Ribbon Club, Legal Cell units of the college.
- Regularly, Principal of the college holds review meeting of the respective departments.
- For the procurement of new books, Journals and other teaching aids, the librarian gets the budget for various departments sanctioned well in advance.
- In the college, Faculty and other staff maintains cordial relations with the students and are always for the help of the students.

- As per the university norms, the students are assessed through assignments, house tests, attendances and project work. In addition, students are encouraged for powerpoint presentations, case studies, debates and declamations etc.
- Exhibitions/Workshops/Seminars/Conferences/Extension Lectures/Debate and Declamation/Quiz Contest/Industrial Visits/Excursions are regular features in the college.
- The College provides all basic facilities including well equipped laboratories, well stocked and centrally air conditioned library, Multipurpose Auditorium, Seminar Halls, Smart Class Rooms, Indoor and Outdoor sports facilities for effective curriculum.
- For providing the motivation to the students, winners in academics, cultural and sports activities are honoured and given extra cash prizes.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 13

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
06	04	00	02	01

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 20.78

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	08	07	05	05

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 25

1.2.1.1 How many new courses are introduced within the last five years

Response: 05

File Description	Document
Details of the new courses introduced	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 00

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 5.12

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
284	267	254	250	175

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The cross cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc. find an ample space in the curriculum. Human values and Professional Ethics are prescribed by the University in different courses and for different semesters. In addition to this, the College has constituted various cells like Women Cell, Legal Cell, NSS Cell to incorporate and imbibe among the students issues related to Gender, Environment and Sustainability.

Human Values:

Values are something which are desirable and worthy of esteem for their own sake. Human values help us to live in harmony with the world. The following courses highlight the Human Values:

- Principles of Management
- Human Resource Management
- Human Resource Development
- Team Work and Effective Work Habits in Retail
- Business Communication
- Human Rights
- Sociology
- History
- Public Relations
- Yoga & Mediation
- Personality Development
- Communication and Soft Skills

Professional Ethics:

The following courses describe professionally accepted standards of personal, human behaviour at work and guiding principles. Regulatory framework and code of professional ethics are established to help members in performing their job functions in ethical manner:

- Advertising and Sales Management
- E-Commerce
- Business Ethics and Corporate Social Responsibility
- Organization Change & Development
- Human Behaviour at Work

- Understanding Human Behaviour
- Marketing Management
- Business Environment
- International Business Environment
- Corporate Governance
- Income Tax
- Photography & Vidography
- Health, Safety, Industrial and Organizational Compliance at Work Place
- Economics for Business Decisions
- Marketing Research
- Financial Management
- Auditing
- Entrepreneurial Development
- Business Laws
- Chemistry in Every Day Life
- Inorganic Chemistry
- Political Science
- Psychology
- Security Market Operations
- Physical Chemistry
-

The following courses which addresses gender issues by providing the necessary skills set and opportunities for the students especially girls students to empower themselves. In addition, The Woman cell/Legal Cells/NSS Cell/ of the college conducts various programmes/Street Plays/Workshops/Seminars to create awareness among the students pertaining to gender issues. These activities help to maintain gender equity and gender bias.

- Home Science
- Fashion and Textile Designing
- Interior Designing
- Cookery
- Beauty, Skin and Hair Care

Environment and Sustainability

The NSS/NCC Cell/Red Ribbon Club of the college arranges blood donation camps every year. These Cells of the college tap the youth power in creating awareness of a forestation, Sanitation and Service to Senior Citizens at rural area. In addition, the following courses address environment and sustainability issues and link the human with environment.

- Environmental Economics
- Organic Chemistry
- Green Chemistry
- Environmental Studies
- Biology and Diversity of Seed Plants

- Aquaculture and Pest Management
- Environmental Biology
- Plant Physiology
- Plant Embryology
- Economic Botany

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 10

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 10

File Description	Document
Details of the value-added courses imparting transferable and life skills	
Brochure or any other document relating to value added courses.	

1.3.3 Percentage of students undertaking field projects / internships

Response: 8.39

1.3.3.1 Number of students undertaking field projects or internships

Response: 440

File Description	Document
Institutional data in prescribed format	

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View Document</u>
URL for stakeholder feedback report	<u>View Document</u>

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	<u>View Document</u>

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.29

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	16	18	11	05

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 92.11

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5598	5364	4820	4251	3981

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6069	5824	5209	4626	4338

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 74.92

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1712	1703	1618	1328	1278

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

We have a streamlined mechanism for continuous monitoring and evaluation of the students. After admission at the entry level classes are complete, we consider three broad factors for identifying the level of students. This system helps to identify slow learners & advance learners.

Identification of the students is based on:

1. Performance of Students in Qualifying Examinations, given weightage of 40% .
2. Performance in Snap test taken in the first 15 days after joining, weightage is 40%.
3. Assessment by teachers on the basis of oral discussion in the class, weightage is 20%.

Strategies adopted for facilitating Slow Learners:

Usually among, for every 10 students, 1 to 2 are found to be slow learners. The data thus collected is examined in meeting of admission committee held by the Principal of the college. The remedial measures are also discussed in such meetings to tackle the problem of slow learners.

- The faculty members assess the nature of their problems and motivate them in a friendly way to reach their academic goals.

- Remedial classes are organized to clarify doubts, re-explaining of critical topics for improving performance.
- Poor performance due to frequent absenteeism is dealt by sending SMS and registered letters to the parents of such students.
- Appropriate counseling with additional teaching, eventually helps students to attend classes regularly.
- All the staff members maintain good relation with students and deal with their problems in a gentle

manner.

- Each class is monitored by a class teacher In-charge for receiving the problems of the students and their redressal.
- All the faculty members are engaged in the tutorials. The Head of the Department allots a batch of students for every staff member and monitors the effectiveness of the tutorials.
- With the encouraging support of various local donors, the college has created a 'Poor Student Aid Fund' to grant some fee concession to the students of weaker section and physically challenged students of the society.

Strategies adopted for facilitating Advance Learners:

Advance learners are identified through their performance in examinations, interaction in class room and laboratory, their fundamental knowledge, clarity of concepts and articulation abilities etc.,

- The college with the aim of Holistic development promotes independent learning among students that contributes to their academic and personal growth.
- The college magazine 'Yamuna' is a platform where the students can mark their creativity and writing skills in the section of English, Hindi, Sanskrit, Commerce and Science. Student Editors for each section of the magazine are given special opportunity to express their creative skills.
- To boost up the morale of meritorious students, monetary prizes are given to such students in the annual prize distribution function. This is in addition to the free books facilities and concessional fees.
- Various departments of the college organizes National and International level seminar/conferences/workshops/exhibitions where these students can participate and explore their creative skills.
- Faculty members invite presentations, hold group discussions, allow micro teaching on some of the topics to respond to the special education needs of the advanced learners.

2.2.2 Student - Full time teacher ratio

Response: 36.41

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 05

File Description	Document
Institutional data in prescribed format	View Document
List of students(differently abled)	View Document

2.3 Teaching- Learning Process

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

Response:

The main focus of management, Principal and staff of the colleges is holistic development of the students so that they can take up any challenge at the work place after leaving the college. Efforts are made for encouraging participative and experimental learning. Problem methodology are used for enhancing learning experiences of students.

- The college library is rich source of quenching the intellectual quest among students for developing the critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovator. The college library is fully equipped with required number of books, journals, magazines, newspaper, e-books, internet facilities, centrally air condition and proper sitting arrangement.
- All available new teaching aids like power point presentation, use of laptops, use of CDs, e-journals, DLP projectors are available in the college.
- Emphasis is on having interactive sessions in every faculty where every students gets involved. For this number of academic activities such as project work, case studies, mock teaching, debate and declamations contest, quiz contest – are regular feature of every class.
- Every faculty of the college organizes national and international level seminars/conferences/exhibitions/workshop/cultural events where students take parts and are made familiar with new things in their subjects innovative.
- For the promotion of independent learning among the students, college provides free internet facility in the library as well as in the campus.
- Computer education is compulsory for all the students and required number of updated desktop and computer labs is available in the college.
- For making the learning more interactive educational and industrial tours are organized by every faculty to give practical knowledge to the students.
- All the Science, Computer Laboratories, B. Voc Labs, Psychology Lab, Media Lab, Functional English Lab are equipped with required number of equipments that gives experimental learning to the students.
- Departmental associations organizes a number of academic activities such as debate and declamation, quizzes, puzzles, case studies, mock teaching, essay writing competition, collage competition, rangoli competition, candle and pot making, science & textile exhibitions and many more in which the student finds a lot of opportunities.
- Interactive sessions are organize by the departments in which the students interact with both internal and invited faculty members and develops necessary input for critical thinking and scientific temperament.
- The science faculty organizes various type of events where the students are encouraged for model

building.

- The departments organizes seminar/conference/workshop where students also allowed to participate and interact with the experts and participants from other institution and industries.
- Cultural events are also organize at department level for exposure of the students.
- NCC, NSS, Women Cell, Legal Cell and other cells organizes a number of activities where students actively participates which give them necessity input critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 64.58

2.3.2.1 Number of teachers using ICT

Response: 93

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 145.64

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching-learning

The College Administration has always been open to innovations and promotion of creativity in Teaching Learning. We have taken it as a challenge to improvise the Teaching – Learning environment into student friendly learning with State of Art Infrastructure facilities. Efforts are made to transform the learning environment towards the creativity in the following way:

Digital library:- The college library is fully equipped with required number of books, journals, magazines, newspaper, e-books, internet facilities, centrally air condition proper sitting arrangement.

Seminars/Conferences/Workshops

- College Administration encourages each department in organizing seminars on relevant and current issues where experts faculty from reputed institutions are invited and students interact with them.
- The department associations of the college are very active through the year in organizing guest/extension lecture, various types of contest such as debate and declamation, quiz, collage and poster making, mock teaching, essay writing, competitions.
- Faculty members are encouraged for participation in national and international conferences in India and abroad to present their research paper.
- The various departments of the college encourage the students to participate in intercollege declamation quiz, collage and poster making, mock teaching, essay writing, competitions held elsewhere. Similarly, students are also encourage to participate in various type of cultural events/competitions held elsewhere
- Research methodology workshop is organized in the college for the benefit of new faculty members and thus promotes the research environment.

Power point Presentation:

Faculty made Power point presentations including the videos of the lectures on technical topics as per the syllabus is presented to the students at the end of every chapter for the students' ready reference. This helps the slow learners for a better revision. College has sufficient number of seminars/conferences rooms equipped with Smart Boards, DLP Projectors, LEDs etc. In addition, all the regular staff is provided with laptops. There are sufficient number of computers and computer labs in the college.

Promotion of E-Learning:

Faculty members of various departments records their lecture on important topics on You-Tube channel of the college for easy access of the students. In addition, faculty members also encourage the students to visit e-pathshala, e-journals, e-books and other online platforms.

Career and Placement Cell

Career guidance and the placement cell of the college invites a number ofexperts from both academics, corporate and professional world for personality grooming of the students under various programmes like extension lecture, workshop, career counseling and personality development programme.

Skill Oriented Courses

The department of Home Science has started the bachelor of vocation programme B.Voc. in Textile and Fashion Designing, to acquaint the students to advance level of knowledge and skill.

Infrastructure Facilities

College has well equipped multipurpose auditorium and indoor sports training centre for organizing academic, cultural and sports activities at larger level.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80.98

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 56.04

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	22	18	17	16

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 3.27

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 20.04

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
08	07	05	07	06

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 12.68

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
04	06	06	05	05

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Centralised Evaluation System designed by Kurukshetra University, Kurukshetra is followed by the college. As per the university normal Internal evaluation involves 20% makes in each paper which are given by the teacher teaching a particular subject. For this, Internal assessment, the students are required to submit two handwritten assignments in each subject along with a compulsory test. In addition, attendance in the class is also important component for internal evaluation of the students. The institution has a transparent has a transparent mechanism for communicating the process of evaluation and reforms to the students. This is executed in the following ways.

- The orientation program is organized for new entrants in the beginning of academic session. During the induction, the procedures and guidelines of evaluation are explained.
- The internal assessment procedure is published in the College Prospectus.

- At the onset of semester, faculty members in their classes provide the details regarding the components for evaluation and handle any query regarding the same.
- The Examination Committee is constituted in staff council, which is responsible for handling the Internal Assessment.
- The notifications and reforms (if any) form the University are duly notified by the Principal to all the faculty members and also displayed on Notice Board.
- The College is very particular about displaying the attendance on the monthly basis on Notice board for the students. For any student failing to attend the class for 14 days, their names are struck off and parents are intimated.
- Internal Assessment record is shown to the students before it is forwarded to the university.
- All the grievances/discrepancies in the internal assessment records are taken up the Examination Committee and forwarded to the concerned teacher.
- The department associations of the college are very active through the year in organizing guest/extension lecture, various types of contest such as debate and declamation, quiz, collage and poster making, mock teaching, essay writing, competitions.
- Mass communication department of the college is very active and organizes a number of media events and brings out college weekly "PRERNA" both in English and Hindi alongwith community radio in which both the teachers and the students are exposed to advance level of knowledge and skills.
- Seminars, technical paper presentation and Case Studies are introduced in the curriculum to make the environment activity based. To refine the critical thinking among students, various group discussions, debates, seminars, workshops etc., are organized in which students explore new ideas and thus enhances their performance levels.

Till today no special approach is followed for measurement of impact of the above practices. However the effect is seen as follows:

- Improved student understanding in domain knowledge and over all development of students.
- Improved results and pass percentage.

- Reduced backlogs and detention

- Improved quality of projects

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college has always followed a transparent system with respect to internal evaluation. Over the years, following measures have been taken to ensure the rigor of Internal Assessment process.

- The whole process of internal assessment is now completely client server based.
- House Exam Committee is formed which manages and monitors the process throughout the year.
- Faculty members share the criteria for Internal Assessment with the students and weightage allotted to each component – Class Test, Assignment and Attendance.
- Presentations, group discussions and case studies are given to students as assignments which help

- in evaluation of the communication skills and independent learning of the students
- Attendance is displayed on college Notice Board at the end of every month.
- The test and assignment marks are accessed objectively and also shown to the students.
- The Grievance Committee of the college takes care of the grievances of the students (if any) regarding their Internal Assessment.

As per Kurukshetra University, Kurukshtra there shall be internal assessment of 20% in all UG and PG classes. Criteria of 20% internal assessment is as under.

(i) Two Handwritten Assignment   10%

   First Assignment to be submitted in the month of September (Even Sem.), Feb (Odd Sem)

   Second Assignment to be submitted in the month of October (Even Sem.), Mar (Odd Sem)

(ii) One Class test (one period duration)   5%

(iii) Attendance

   Marks for attendance will be given as under:

   90% onwards   5 Marks

   81%-90%   4 Marks

   75%-80%   3Marks

   65%-70%   1 Mark

   The faculty member of the college use both summative and formative approaches for the holistic assessment of the students. Summative Assessments are given periodically to determine at a particular point of time –what students know and do not know. Examples of summative assessment includes

- End-of-unit or chapter test
- Internal Assessment – i.e. mandatory class tests and assignments work
- End-of-term or semester exams which include both theory and practical
- Mock-teaching and power point presentations on a particular topic

Position achievers at college, district and university level in the fields of academics, sports and cultural activities are adequately prized in the annual prize distribution function of the college.

In formative approach, the faculty member of the college at each class level tries to involve the students in teaching learning process. This is done by fostering a congenial environment where the student actively participates without any psychic fear and also attractive teaching with updated technology make it possible. Various forms for formative approach includes

- Group discussions on relevant topics where various groups are formed at the class level.
- Debate, declamation and quiz contest organize by various faculties of the college.

- Various department of the college organizes national and international conferences in which students not only actively participates but also formally learns a lot.

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

Response:

The College ensures its compliances to all the University Evaluation norms and guidelines.For effective implementation of the evaluation reforms, following measures are taken.

Separate committees are constituted and class incharges are appointed in order to ensure complete and smooth implementation of evaluation reforms. Following committees contributes towards effective implementation:

- ○ House Examinations
- ○ Moderation Committee
- ○ Grievance cum Monitoring Committee

- Guidelines and norms regarding the evaluation of different courses is communicated to all faculty members and are displayed on the notice board.
- The House Exam Committee headed by Controller of Examination is responsible for maintaining and preparing the record of the internal assessment (attendance, assignment marks and test marks) to be sent to the affiliating university. Before sending the same to the university, all grievances are properly addressed.
- Grievance cum Monitoring Committee comprises of five members-Principal, Vice-Principal, Bursar and two senior faculty members of the college. The Committee is responsible for handling the grievances relating to internal assessment records. It also monitors the attendance records. All grievances are handled in the time board and transport manner.
- The Moderation Committee looks into moderation of the subject-wise internal assessment records of the students.
- The students are informed about their progress regularly to ensure fairness in evaluation process.
- The whole data of Internal Assessment is sent to the University in digital form.
- Since the university has introduced the system of district wise Nodal Centres for the purpose of university examinations and evaluation of answer scripts, the college has been entrusted with the task of running the University Nodal Centre for the district of Panipat. The Nodal Centre receives question papers of the university examinations and sends them on a regular basis to the centre supdt. In examination centres located in different college of Panipat.
- From the Session 2016-17, as per the norms of Kurukshetra University, Kurukshetra, regular faculty members are assigned the responsibility of observers to deliver the question papers from the nodal centre in the college to examination center located in other colleges, observes the examination centre there regarding any unfair means in the examination and collect the answer sheet to be submitted at the Nodal Centre.
- The College is also the Nodal Centre for Spot Evaluation of the university exams where coordinator ensures the evaluation work in time bound and transparent manner.

All the practical examinations are completed in time bound and efficient manner with external examiner and internal examiner.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Before the commencement of new academic session, IQAC of the college after careful deliberations prepares theacademic calendar of the college, in line with the academic calendar received from Kurukshetra University, Kurukshetra and i.e. adhered strictly for the conduct of continuous internal evaluation.

College Calendar

Academic Year 2017-18

1. **Period**   **July 1, 2017 to June 30, 2018**
2. **Staff Meeting For**   **July 1, 2017**
    1. **Constitution of Admission Committee**
    2. **Time Table Allotment**
    3. **Verification of SC/BC Forms**
    4. **Procurement of Books**
    5. **Class In-Charges**
3. **IQAC Coordination with Faculty for**   **First Week of July, 2017**
    - **Working out Department level Activities during the session**
    - **Seeking Feedback from Class In-charges**
    - **Working out Plan for Promotion of Cultural Activities**
    - **Working out plan for Sports Activities**
    - **Promotion & Motivation of Research Activities including**
    - **organization of Seminars/Conferences/Exhibition and**
    - **Participation**
    - **Working out Social Outreach Programmes with NSS/NCC/**
    - **Women Cell/Legal Cell/Red Ribbon Club/Grievance Cell**
    - **Support level to the Concerned Faculty**
    - **Working out arrangement for Project work or Case Studies for students**
    - **Working out plan for Placement of Students with Career**
    - **Guidance & Placement Cell**
    - **Taking problems of Non-Teaching Staff and bringing solution**
4. **Performance of Havan, Orientation for New Students and beginning of Classes of Ist, 3rd and 5th semester**   **Third Week of July, 2017**
5. **Tree Plantation Week**   **Last Week of July, 2017**
6. **ICT Training workshop for Faculty**   **Last Week of July, 2017**
7. **Celebration of Independence Day**   **August 15, 2017**
8. **Havan by One Class on Rotation Basis**   **Every Working Monday**
9. **Preparation of Cultural & Sports Activities**   **Second Week of August, 2017**
10. **Fresher Parties of Students**   **Second Week of Sept., 2017**

11. **Talent Search Competition**   **Sept 13, 2017**
12. **Filling of Examination Forms**   **Last Working Day of Aug, 2017**
13. **Blood Donation Camp**   **October, 2017**
14. **Internal Assessment Submission**   **Second Week of October, 2017**
15. **Examinations**   **Nov.-Dec., 2017**
16. **Beginning of 2nd, 4th & 6th Semester**   **First Week of Jan, 2018**
    And Appraisal of 1st ,3rd & 5thSemester
17. **Seminars/Conferences**   **January, 2018 – March, 2018**
18. **Sports Day/Annual Day/Convocation**   **February, 2018-March, 2018**
19. **Farewell Parties of Students**   **April, 2018**
20. **Internal Assessment (Even Semester)**   **April, 2018**
21. **University Examinations**   **May-June, 2018**
22. **Finalization of Prospectus & Sale**   **By Mid June, 2018**
23. **Repair of Building and Repair/Purchase of Furniture,**   **Third Week of June, 2018**
24. **Meeting of Building Committee for Any New Proposal**   **Last Week of June, 2018**

File Description	Document
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Mechanism of Communication

Course outcomes of all the courses of a programme are uploaded on website of the college and main courses are displayed in the college prospectus. These course outcomes are also communicated to the students in the classes by respective teachers. Further, college has also uploaded the lesson plans (of each working day) of all courses of the programs on the website of the college. Monthwise lesson plan of all the courses of the different programs are also displayed on the college notice boards and Teachers strictly adheres to the completion of the course as per the lesson plans. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to obtain. The programme outcomes of all the subjects are clearly made infomred to the students. In this regards, the students' doubts and confusions are clarified by the teachers.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

There are two methods of assessment of attainment of POs, PSOs and COs of the programmes:

1. Direct Method
2. Indirect Method

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes.The knowledge and skills described by the course outcomes are mapped to specific problems on University examinations, Internal Exams and home assignments.Throughout the semester the faculty records the performance of each student on each course outcomes.

Average Attainment in Direct Method =

In theory Papers,

University Examinations (80%) + Internal Assessment (20%)

In Practical Papers,

University Examinations (50% Theory + 40% Practicals) +Internal Assessment (10%)

The college uses test and examination to measure the attainment of progamme outcome and course outcomes. Compulsory test, two assignments per subject, practicals wherever required and final examinations are taken according to the schedule set by the university is strictly followed by the institution. The answer books of the test and assignments are shown to the students and they are made known of their shortcomings and irrelevant elaborations in their answers. They are advised as to how they can improve their answers to any questions. The answer books of the students are valued and marks are given. Finally the semester end examination conducted by the affiliating university reflects the attainment gained by the students. In University Examinations, answer book are evaluated at spot evaluation centre of the university and result of the university examinations, internal evaluation, practical taken together is declared by the university.

Level of attainment POs, PSOs, COs

Year Classes	Final Year Passed Students	Pass%	University Merit of all
2012-13	776	84.81	56
2013-14	899	89.99	103
2014-15	973	90.51	135

2015-16	**1157**	**94.76**	**205**
2016-17	**1311**	**92.85**	**250**

Under Indirect Method

* The department associations of the college are very active through the year in organizing guest/extension lecture, various types of contest such as debate and declamation, quiz, collage and poster making, mock teaching, essay writing, competitions. In addition various departments of the college has organized many times national and international level of seminar/conferences, exhibitions etc. where students are exposed to advance level of knowledge and skills. As a result, students of the college has brought number of prizes at intra and inter college, State level, national level competitions in debate, declamation, poetical recitations, quiz, symposia, exhibition etc. In addition, students of the college also earned laurels in Cultural and Sports Activities at Zonal, Inter Zonal, National and International level events.
* Mass communication department of the college is very active and organizes a number of media events and brings out college weekly "PRERNA" both in English and Hindi alongwith community radio in which both the teachers and the students are exposed
* To advance level of knowledge and skills.

* The college magazine 'Yamuna' is a platform where the students can mark their creativity and writing skills in the section of English, Hindi, Sanskrit, Commerce and Science.

2.6.3 Average pass percentage of Students

Response: 90.3

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

Response: 1275

2.6.3.2 Total number of final year students who appeared for the examination

Response: 1412

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document]

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.15

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 05

File Description	Document
List of research projects and funding details	[View Document](#)
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Botanical Garden

College has a Botanical Garden which create small ecosystem for local flora and fauna. Botany department is looking after Botanical Garden and planting saplings received from different places. Our Botanical Garden have many Rare plants, Gymnosperms, Cacti, Succulents, Herbal plants. Some plants in the Botanical Garden are as follows-*Ficus krishanae, Ephedra foliata, Cycas Circinalis, Podocarpus, Cycas revoluta, Dioon, Zamia, Gynura procumbens, Costus igneus,Crassula ovate, Lawsonia inermis, Agathis, Ginkgo biloba, Nymphaea nauchali, Averrohoa carambola, Erythrina stricta, Erythrina indica, Butea monosperma, Pinus roxburghii, Barleria cristata, Mesua ferrea, Putranjiva roxburghii, Adansonia digitata, Bacopa monnieri, Equisetum, Passiflora edulis, Manosa alleaca, Aloe vera, Haworthia, Mammillaria, Kalanchoe pinnata, Water cabbage, Many species of Ocimum, Terminalia mentally, Travellers Palm, Gloriosa superba, Strelitzia reginae, Ruscus* etc. Many ferns are also growing in Botanical Garden as well as college Campus, adding greenery to the college.

Many plants available in the Botanical Garden are medicinal in nature used in diabetes, cancer, stomach problems, liver problems, common cold, kidney problems, Hypertension and for general tonic. Many flowering and fruiting plants lots of butterflies, bees and birds creating a beautiful small ecosystem in College Campus. Along with these plants Botanical garden also harbor more than 50 varities of various seasonal flowers to make it beautiful. Ornamentals like *Petunia, Pansy, Viola, Dehliya, Daisy, Bellis, Venedium , Verbena, Primula, Papaver, Salvia, Iberis, Digitalis, Helianthuis, Lathyrus, Linaria, Linum, Mimulus, Nicotiana, Tagetus, Nustratium, Evening Primerose, Portulaca, Purslane, Kale, Schizanthus, Primerose, Ice plant, Nemesia, Clarkia, Godetia, Chrysanthemum, Impatiens, Antirrhinum, Tithonia, Bougainvillea, Dimorphotheca, Clianthus, Cyclamen, Delphinium, Ranunculus, Hibiscus, Celosia, Zinnia, Cosmos, Rudbeckia, Calendula* and many more to list are available in the garden as per season. Plants in the garden are also being used to teach type study to students, so helping in their learning. Proper guidance and training to students and staff is also being provided by Botany department related to growing medicinal plants and all seasonal plants. Students are made familiar with all latest horticultural techniques for growing various types of plants. Soilless culture is one of such new techniques about which students are learning. Flower show is being held annually, in the Botanical Garden. Flower show spread awareness among students and general public also about importance of plants and their role in making environment clean and green. Students and citizen of city take part in flower show enthusiastically. Nature and wildlife Photography show also being organized by Botany department every year to show relationship of mankind with nature.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 33

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	04	11	06	00

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)
Report of the event	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	[View Document](#)
e- copies of the letters of awards	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 01

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	
URL to the research page on HEI web site	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.97

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	19	37	53	16

File Description	Document
List of research papers by title, author, department, name and year of publication	

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.63

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	31	22	16	02

File Description	Document
List books and chapters in edited volumes / books published	

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College conducts a number of extension activities in the neighbourghood community and also in college itself. These activities are conducted under the banner of NSS, NCC, Women Cell, Legal Cell, Red Ribbon Club, Students and teachers in their individual capacity. In addition, the college has collaboration with Red Cross Society, Lions Club, Panipat , Rotary Club Panipat, vadu lkfgfR;d eap] vnch ejdt+] iztkifr czgedqekjht+ bZ'ojh; fo'ofo|ky;] iartfy ;ksxihB] Art of Living in organzing a number of evernt. The activity under the extension activities ranges from Awareness Drive on Tree Plantation, AIDS, Beti Bachao-Beti Padao, Swachh Bharat Abhiyaan, Removal of certain Social Evils, Save Water, Seminars on pertinent issues, Traffic Training, Gender Sensitization, Blood Donation & Mega Health Check-up Camps. No use of Polythene, Celebration of Important Days, Sepcial Camps and many more. The students are always enthusiastic in such activities. The College has conducted programmes on Baking, Cooking, Malnutrition, Health and Hygiene, Candle Making, Pot Making, Poster and Collage Making, Rangoli Making, Hair & Care Workshop for the girls of the college as a mark of social responsibility towards women empowerment under the banner of '*Make in India*'. The College aims at holistic development of the students through such activities along with studies. The extension activities organized by the College, enhance the students' academic learning experiences and inculcate the values and skills in them. The expected impact from these activities can be summarized as below - · Through these activities the students get socialized and learn to think beyond individual interests and for social welfare. · The theoretical knowledge got in the classroom can be applied for the benefit of society. · Teamwork, Leadership Skills, Time Management, Effective Communication Skills, and Effective Decision Making are just a few things students learn while participating and organizing various projects and programmes under extension activities. · The students get a wonderful platform to mingle with each other and learn about culture, traditions and values of people. Extension activities help the students to contribute in national development and social integration also inculcates value of male –female equality, humanity and notion of equal rights. Some of the extension activities also create awareness about bad social practices in a society and prepares them for eradication of it. Extension activities also impart the students expected new social values and norms. They are useful in sensitizing social issues like Dowry system, caste based Gender inequality etc. The College also attempt to preserve the Folk Culture of Haryana which is almost on the stage of extinction. In this category, college organized YUVA SAANG MAHOTSAV in which people from surrounding 20 villages were invited and they appreciated the effort of the college. Similarly, the college also organized a workshop on the theme 'SANGEET YATRA' which depicted the changes in singing and dancing in Haryana ever from ancient times to present. Similarly, college also organized a workshop on 'LOOR DANCE – *a traditional folk dance*'.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 28

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
09	08	03	03	05

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 80

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	11	33	13	08

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.1

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	04	05	03	03

File Description	Document
Report of the event	[View Document]
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document]

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 18

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	09	03	02

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]
Copies of collaboration	[View Document]

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 18

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	09	03	02

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The Institution has adequate facilities for teaching-learning viz.. classrooms, laboratories, computing equipments etc.

Our college encompasses a well maintained campus spread over 12.24 acres of serene green land. The existing infrastructural facilities are utilized both for conducting theory and practical classes.

The following table shows the number of classrooms, tutorial rooms, seminar halls and laboratories.

Classrooms:

The college has sufficient number of well furnished, well ventilated, spacious 63 classrooms for conducting theory classes. There are five teaching blocks.

Laboratories:

All laboratories (Physics, Chemistry, Botany, Zoology, Psychology, Home Sc. and fashion Designing, B.Voc Labs, Media Labs, Language lab, Physical Education Labs.) are well equipped and well maintained not only for carrying out curriculum oriented lab practicals but also to carry out research activities. All the laboratories are established as per UGC, University & Haryana Govt. norms and includes all safety measurements.

Technology Enabled Teaching and Learning:

Each department in the college is provided with DLP Projector, Computer, ……….. and internet. Laptops have been provided to regular teaching staff.

Seminar/Conference/Smart Class Room/Multipurpose Auditorium:

- College has two seminar/conference hall to conduct conferences, seminars, and workshops for students and faculty members as well.
- Multipurpose Auditorium has the capacity of 750 seating capacity and the conference hall has 350 seating capacity.
- College has smart class rooms, Laboratories equipped with LCD projectors, white boards, public addressing system with internet connectivity and are centrally air conditioned.

Departmental Offices:

Each department has departmental office to conduct tutorial classes to address the classes of the students even personal level doubts too.

Computers:

College administration always support the computer requirement of teachers, students & departments. At present college has 264 computers of latest configuration along with a number of printers, internet facility.

Facilities and Equipments for Teaching, Learning and Research:

- The college has well equipped Language Lab with LCD Projectors, Audio-Video facilities, Computers, Chairs and micro phones too. This indeed make students to listen, learn and perform Group Discussion, Debates etc.
- College Has well equipped central library with references and text books, journals, magazines, newspapers etc.
- E-learning facility is provided which covers a wide set of applications and processes including computer based and virtual learning.
- Even we have Book Bank facility where students can borrow the books and use for the complete semester.
- Common room for boys and girls are separately available where any sick student can take rest or get ready for the programmes.
- College has a dispensary room where the MBBS doctor attends the students and faculty patients.
- College has huge sports training center for indoor & oudoor games.
- We have a Yoga Class room. Students and faculty members do meditate and even practice yoga.

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

Response:

The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc…) and cultural activities.

Our college encompasses a well maintained campus spread over 12.24 acres of serene green land. College authority believes in the Holistic development of students. There is a lots of encouragement for the students to participate in sports and culture activities simultaneously and the students have earned a number of awards in cultural and sports activities at National & International Level.

Sports Facilities

- College has huge sports complex and open playground. Indoor games are organized in the Indoor sports training centre & outdoor games are organized in the open ground.
- We have a Yoga Class room where students and faculty members do meditate and even practices yoga.
- Qualified Physical Directors are been appointed to take care of day to day games and sports

activities.

* College teams are formed to take part in University level. State Level, National & International Level Competitions .
* College also hosts the inter college competitions of the University in various sports events.

Sports Facilities available in the college:

1. Athletics 200 meter grass track
2. Badminton two cemented indoor court of standard size (20 feetX44feet)
3. Basketball cemented indoor court of standard size (28 mtsX15mts)
4. Cricket Ground with well maintained Standard pitch (22Yards)
5. Football Ground of standard size(110YardsX70 Yards)
6. Hockey ground (100YardsX60Yards)
7. Handball ground (40 mtsX20Mts)
8. Kabaddi ground (13mts X10 mts)
9. Volley Ball ground Two (!8mtsX9Mts)
10. One T.T room with Table of size (2.74MtsX1.52Mts)
11. Four sets of weight Lifting

1. Base Ball and Soft ball grounds
2. Tae Kwando room with Standard mats
3. 10 Meters Electric Shooting range of ten station
4. Weight lifting hall
5. Archery one Target
6. Net Ball ground
7. Well equipped multi Gymnasium with one trade mill

Cultural Facilities

* College has organized Kurukshetra University, Zonal(Karnal Zone) Youth Festival in which students of 65 colleges participated.
* College has represented Kurukshetra University, Kurukshetra at Inter-University(North Zone) National festival and International Youth Festival.
* College hires reputed coaches various events of cultural activities.
* College conducts workshop for various cultural events of Haryanvi Culture such as Sangeet Yatra, Loor Dance, Haryanvi Orchestra etc.

Cultural Facilities in the College:

- Reputed Directors for various cultural events.
- O. P. Shingla Multipurpose Auditorium with seating capacity 750 students along with six green rooms.
- A large conference hall for rehearsal of various cultural events.
- Bhartendu Open Stage.
- Seminar & Small room for Symposium/Debate/Declamation/Quiz/Rangoli/Poetic Recitation.
- Big Corridor for organizing Poster and Collage Making.

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

Response: 26.15

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 17

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document]

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 46.59

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
55	217	240	273	222

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document]
Audited utilization statements	[View Document]

4.2 Library as a Learning Resource

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

Response:

LibSys software is an integrated multi-user library management system designed to run on different hardware/software platforms in Client-Server architecture. The software is developed by Info Consultants (now LIBSYS, Ltd) with its Headquarters in Gurgaon (Haryana) India. It is easy to operate and requires less programming/computer skills. With the pre-requisite of nominal data entry, maximum possible integration of operations and powerful search and query facilities, LibSys produces high productivity. The software is built around its centralized bibliographic database based on Z39.50 format. LibSys undertakes almost all tasks related to acquisition; cataloguing; circulation; and serials. Besides this, it has a powerful and user-friendly OPAC. The nonstop development of LibSys popularized it as a standard library management package for Indian libraries. With constant advancement, LibSys has produced a LibSys suite comprising various products such as **LSEASE.** It is the based on MARC 21 and professional window10.

1. Acquisition

- Ordering
- Invoice processing
- Accessioning
- Order Follow-up
- Budgeting

1. Cataloguing

- MARC 21 editor
- Maintain titles in process
- Net cataloguing thorough Z 39.50
- Multi cataloguing
- Holding Summary
- Stock Verification

1. Circulation

- Lending Operations
- Membership Records keeping
- Print Bar coded
- Monitor overdue items
- Library Notices
- Fine Management

1. Serials

- Invoice processing
- Subscription Management
- Loose Issues management
- Claims monitoring
- Managing e-Journals
- Reports

1.OPAC

- Boolean operators based search
- New Arrivals
- E- Resources with titles
- Review
- Downloading records
- My Account

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Swami Vidyanand Saraswati Library

The college has one of the best centrally air conditioned and state of the art library with a stock of the books of reference and general books. It has enriched collection on the encyclopedias, Dictionaries, Religions, Fiction, Non Fiction and general reading of competitive exam etc. It has collective of biographies of the Players, Scientists, Politicians, Socialists and some others eminent personality.

Encyclopedia: it includes general and specific i.e encyclopedia of Britannica and The world book encyclopedia of various subjects Economics, Science and library Science etc.

Dictionaries: It includes English, Hindi, and Urdu languages. The college library has oxford and Cambridge dictionaries are these languages. It includes various subjects Science, Computer, Economics, Mathematics and Commerce etc.

Religion: It has enrich collection on the religion i.e Arya Samaj and Vedas etc.

Fiction and Non- Fiction: The college library has more collection fiction and non-fiction of both languages i.e English and Hindi.

General Reading: It includes various books on the test and interest demand by the teacher and students.

Gandhian Work: It has special collection on the Gandhi work in many volumes.

Biography: It has collection of biographies sach as APJ Abdul Kalam, Plato, Einstin, Dr. Ambedkar etc.

Competitive Books: It includes IAS, UPSC, NET, Banking exams, Railway exams, CAT, MAT, CTAT and Law exam etc.

CDs & DVDs: The college library has various CDs & DVDs related to the video games, software and computer languages etc.

Year Books: It has collection of year book i.e CSR Year book and Manorma Year book etc.

File Description	Document
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 9.91

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
10.32	10.72	10.01	9.26	9.25

File Description	Document
Audited statements of accounts	View Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.1

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 275

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

At the beginning of the academic year, need assessment for replacement/upgradation/addition of the existing IT infrastructure is carried out based on the suggestions from Head of the Departments, Student Grievances and after reviewing the course requirements.Seven computer labs have been set up in the college with latest configurations (Link provided).All the computers in the labs are connected with LAN and Broadband Internet facility and is open throughout the working hours for staff and students.Wi-Fi connectivity is also available in the college campus.Computer systems are upgraded on periodic basis and necessary softwares are installed and updated as and when needed.A Lab Attendant has been appointed to take care of the repair and maintenance and updation of labs. Renewals of AMC is done at the beginning of the academic year for deployed softwares, UPS, troubleshooting etc.The maintenance of computer, networking and upgradation is done by local vendor.The college website is monitored and updated from time to time by the computer deptt. of the college.The college has a plan to upgrade the internet bandwidth as latest teaching methods demand the usage of e-learning resources like MOOC/epgpathshala etc. and to make the teaching learning process more interactive and effective.

File Description	Document
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 19.94

File Description	Document
Student - Computer ratio	[View Document](#)

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS**

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 20-35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 82.8

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
514	497	451	309	259

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Physical facilities

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students those who are admitted in the college. The students seek admission to desired courses including a laboratory curriculum so, they are charged for the laboratory expenses at the time of the admission as suggested by the University in addition to that a non-salary grants are allocated for the maintenance of the laboratories and the classrooms which a part of the teaching and the learning processes. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff. The college garden is maintained by the gardeners appointed by the institute. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory connected in LAN is open for the students as time permits them, the office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted their use only to the appointed office staff. The library is also provided LAN facility for the computers and they are loaded with the library software. Vendor supplying the computers and other apparatus is required to maintain them during period of guarantee and after this AMC is given to local vendors. The ICT Smart Class Rooms, CCTV surveillance and the related systems are maintained with AMC of the corresponding service provider. The college website is maintained regularly by AMC with local vendors. The AMC of CMS Software is made with Agency Supplying Vendors. Electrical and the Plumbing related maintenance is done with the help skilled persons appointed and the expenditure is done from budget gained by college from different sources. A multipurpose auditorium is also available for the outsiders on certain payment which is used by the college for auditorium maintenance and other consumables.

Academic and Support Facilities

Accession to library is permitted to all students as college claims library fee from students. A provision of

the budget for the library maintenance is made by the college management. The activities like fumigation and keeping library clean is done frequently by library staff.

The sports department of the college is meritorious and maintenance of the Indoor Sports Centre and the 200 meter running track is done Deptt. of Physical Education and Sports, Coaches of the different games, sports assistance appointed specially for this. Students are charged for this maintenance.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 10.71

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
405	488	679	527	427

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 22.95

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1638	1345	1217	1147	326

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 7.04

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
340	340	332	335	320

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 3.26

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
271	181	140	106	107

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 11.54

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
194	169	152	149	136

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 96.81

5.2.2.1 Number of outgoing students progressing to higher education

Response: 1790

File Description	Document
Details of student progression to higher education	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 20.75

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	4	5	4

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	22	20	21	20

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	
Upload supporting data for the same	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 70

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	18	15	04	02

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the direction of Haryana Government, the election to the student Council are banned. As a result there is no direct election of students' council. However, college provide the ample opportunity to the students by including the students in academic, administration bodies/committees.

- College has active IQAC which gives final shape to various academic & administrative activities in the college. Students are involved in IQAC as members for taking important decisions.
- Students are included in the library Committee which procures the books in the new academic session, finalizes the book sets for the meritorious students, ensures availability of magazines, newspaper, E-journals, internet facility, seating arrangement in library etc.
- Departmental Association of all the departments remain active during the academic session. In departmental association, there is one class representative, office bearer such as President, Vice President, Secretary, Treasurer etc. All the office bearer and the members organizes various types of academic and cultural activities throughout the academic session.
- Senior students of the college are involved in the admission process including online admissions, Filling up examination forms under the scheme of learn while earn.
- Students are involved in the cultural committee of the college to decide preparation and presentation of various cultural events at Zonal, Inter Zonal, Inter University, National & Inter National Level. College also sends the names of the students in cultural council of the University. Simultaneously , the students are involved in the organization of various events.
- In various cells of the college such as NSS, NCC, Women Cell, Legal Cell, Red Ribbon Clubs etc., students coordinators are assigned various responsibilities.
- Students are involved as student editor in the College Magazine Yamuna.
- Students are also involved in the canteen committee which takes decision regarding hiring of canteen caterers, rates of various food articles, facilities in the canteen.
- Students are also involved in cleanliness committee which is assigned the responsibility of making the campus of the college neat and clean.

- Students are also involved as volunteers in the various college functions.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 28.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	55	25	18	08

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Arya P.G. College, Panipat is one the oldest college in the nearby area and thus has produced a number of politicians has name, lawyer, doctors, businessmen, social workers etc. who has name and fame in the society. Formally, the Alumni Association is not registered but they are linked with the college and among themselves through Facebook, Alumni Meets, WatsApp group and through other social media platforms.Majority of the doctors, lawyers, businessmen etc have their roots in our college.Association of Arya P.G. College alumni endeavours to create and strengthen life long bond between the college and its alumni.It is a mission to create and foster an environment where alumni can support their alma mater with their work, wisdom and resources.Contribution of Alumni Association towards college are as under:

- Reputed businessmen of Panipat are resource person for a Industry Academia interface.
- Business houses of Panipat provide the internship facility for the students.
- Provides financial assistance to the meritorious and poor students.
- Provides faculty and training facility for B.Voc. Courses of the college.
- Provides placement facility to the passed out students.
- While rejuvenating the memories of the college, a network of old students was achieved.
- Today, it is the backbone of the institution. The institution rests on the rich history of the student's success and glory.
- Association regularly meets and interacts with the management. It is the flag bearer of the

developments in the college.

* The alumni also help the college by influencing industries and other agencies in getting placement fests for the college. The alumni has expanded and strengthened it with new enrolments.
* The alumni appear for various activities and their suggestions are taken into account. The successful alumni are selected as guests of honour for awards.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: 4 Lakhs - 5 Lakhs

File Description	Document
Alumni association audited statements	[View Document]

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document]
Report of the event	[View Document]

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision

To become a premier college recognised globally for its excellence in creation of high thinking professionals and visionaries with an appropriate focus on right grooming for accepting challenges in the real life.

Mission

- To create excellence in various perspectives, dimensions and domain through quality education.
- To foster a passion for learning & creative thinking among all stakeholders.
- To render inventive education by offering practical, innovative & technology driven programmes.
- To prepare Management & technical professionals with a global mindset
- To innovate curriculum & methodology according to the changing dynamics of business & industry.
- To build intellectual capital through faculty development, research, consultancy & publication by creating a conductive learning environment.
- To produce ideal citizens empowered for economic growth within a value system.

The Management gives substantial freedom to the Principal who is the academic and administrative head of the institution to function in an independent manner to fulfill the vision and mission of the college. The Principal maintains proactive role in encouraging and motivating all faculty members for overall academic growth and development of the college. Regular meetings are held to discuss the needs of infrastructure, manpower, new developmentsfor the ensuing academic session and accordingly approvals are accorded by them, keeping the need based requirements on priority. The Management, the Principal and the Faculty are always working together for designing and implementation of the quality policy and plans. The Principal of the college is the head of the institution and ensures that all provisions of the university by laws, the statutes and the regulations are observed. The Faculty is actively involved in decision making process. The teachers of various committees under the leadership of conveners held periodic meetings and suggest their recommendations to the Principal before arriving at suitable decisions for implementation. The Faculty members in the capacity of teacher representatives are members of the Management Committee. The Bursar of the College frequently interacts with the Management on account of proposals on infrastructural facilities, funds received and the expenditures incurred for better financial Management and accountability. Hence the Management, Principal and Faculty are actively involved in the decision making process to sustain and enhance quality of education imparted by the institution.

6.1.2 The institution practices decentralization and participative management

Response:

The College promotes a culture of participative Management. The College encourages active participation and involvement of all the staff members in meetings. Staff members are persuaded to contribute in the meetings by sharing their views and by giving valuable suggestions Also, the College has successfully developed various committees which require participation from all the members from teaching.

Advisory Committee: It comprises the senior teachers from different departments. It deliberates on the College calendar, matter of policy, introduction of new courses, holding of functions, distribution of duties and day to day problems. The committee helps the Principal in the Management of the affairs of the College and advises him on all Institutional matters. It also assists administration in maintaining discipline and assuring smooth functioning in the college**.**

Examination Committee: Headed by the Controller of Examination, the committee undertakes the responsibility of complete coordination related work- from notification of examination dates to paper setting, to printing and the final evaluation and declaration of results. The Controller of Examination also makes sure that the report cards of the students are dispatched to their parents/guardians on time**.**

Library Committee: They plan, coordinate and decide on the various activities of the library- from purchase of new books to adding facilities in the library as per the requirement of the library users**.**

Purchase Committee: The members of this committee coordinate and oversee all purchases of the College.

Grievance Cell: It looks into the grievances of the students/faculty/staff and provides remedial measures.

Cleanliness Committee: It endeavors to keep a hygienically clean, eco friendly environment on the campus, and at the same time takes care of its beautification.

Sports Committee: Right from the admission of the students opting for a course/ subject in Physical Education and initial interaction with them, looking after their needs and interests, the members of the committee coordinate with the teachers of the sports department to address the needs of their students.

Youth Welfare Cell: It polishes and tones the hidden talents/ skills of the students. For this purpose Talent Search Contestes organized in the College. All those students who excel in the various activities further represent College in inter college/inter university competitions in Youth Festival.

Stock Committee: It regularly verifies the available stock in possession with different departments. In the month of May the stock checking takes place and a detailed report is submitted to the Principal.

Time table Committee: It consists of faculty from different departments. They make the College time table and ensure proper distribution of the time schedule both for faculty and students.

Guidance and Counseling Cell: It assists the students during admissions with detailed information about different subjects and courses available to them.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Centralized College Management System (CMS)

Objectives:

CMS was required in the college in order to avoid any type of confusion, clerical mistake, digitization and to maintain transparency in the admission process.The use of CMS was expected to generate automatically merit list, examination forms, university returns, sending SMS to students, Headwise Fee Collection and to generate reports.This is a customized software system.

The Context:

This system was required in the college for making the admission process free from all errors and computer generated reports.The big issue before implementing the software was the personnel training as they are doing it earlier in manual way and the supplier was not local and had to be called whenever problem encountered.Before the introduction of CMS, College entered into an agreement with vendor for the training (15days) of staff involved in this sytem.

The Practice:

As the strength of the students in the college is increasing, it was cumbersome to maintain the record of each student ranging from registration to admission, preparing merit list, fee collection, filling of university exam forms and university returns, information to each student in the form of SMS.Thus, the implementation of this system is unique in the sense that many of the requirements could be obtained with a single click and will meet the objectives of 'Digital India'.The vendor agreed to appoint two employee at the college for the smooth conduct of the CMS.In addition, vendor also agreed to make the website of the college dynamic.Idea behind the whole exercise was to have the e-record of the college.As the software has been procured from private supplier, so the college had to bear the financial cost, training expenses of the software, AMC expense.

Evidence of Success

The system was meant for generating automatically merit list, admission form, fee slip, fee collection, university exam forms, university returns, single college roll no. allotted to each student during the course of study and information to the students through SMS.All targets and benchmarks were realized and system proved to be a milestone in the sphere of higher education in making it efficient and error free.College introduced this system in 2013-14 and hence then, it has been continuously updated.From the academic session 2017-18, Govt. of Haryana has also adopted the online admission for the entry level of admissions.CMS of the college has greatly helped us in this direction.

Problems Encountered and Resource Required

As such no big problem came into the way of its implementation, But the employees were not properly trained as per the requirement of the software.So, the supplier had to be called every time whenever problem occurred which costed financially.From the session 2017-18, vendor has appointed two

employees for this and today we do not encounter any problem

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

College is governed by college governing body with office bearer as President, Vice-president, General Secretary, Treasurer, 10 members from Management, two college teacher representatives, one non teaching representative, one nominee of Vice-chancellor of affiliating university, one Director General Higher Education nominee, and college Principal as Ex-officio member secretary. All important decisions of the college are approved by this body.

At administration level, the Principal of the college is the head of the college. A council of staff members which includes all heads of departments gives suggestions to the Principal on all academic matters including the maintenance of discipline. In the meeting of College Development Council the responsibilities are defined and communicated to the staff through the Principal. The Principal communicates the responsibilities to head of the departments and member of various committees. The decisions and policies related to students, academic as well as co-curricular are mutually discussed by the team and decisions are immediately taken and implemented for the benefit of the students.

There are well functional committees such as Advisory Committee, Reception Committee, Fee Concession Committee, Anti Ragging Committee, Discipline Committee, Library Advisory Committee, Magazine Committee, Annual Report Committee, General Functions Committee, Sports Committee, Blood Donation Committee, NSS Coordination Committee, NCC Coordination Committee, Red Ribbon Committee, Women Cell, Legal Cell, Career Guidance and Placement Cell, Beautification & General Cleanliness of Campus Committee, Website Upgradation Committee, UGC Committee, Internal Quality Assurance Cell (IQAC), Cultural Affairs Committee, Examination Committee, Feedback Analysis Committee, Grievance Redressal and Committee for Redressal of Complaints of Females, Hospitality Committee, Canteen Committee, Cycle Stand Committee, Press & Publicity Committee, Tour Committee, Building Committee.

All the service rules contained in the university calendar of Kurukshetra University, Kurukshetra and Govt. of Haryana are strictly adhered to. As regarding procedure for recruitment and promotion of faculty is concerned, there are well defined rules and regulations framed by UGC, affiliating university and govt of Haryana which are strictly followed. In recruitment of teaching and non teaching staff on regular basis, nominees of govt. of Haryana. And affiliating university plays an important role. Regarding promotion of faculty members, there is well defined UGC score for Academic Performance Indicators (APIs) in CAS Scheme for the promotion of teachers and other academic staff. Haryana Govt. and affiliating university

has adopted it which is strictly adhered.

College has grievance redressal mechanism for teaching and non teaching staff through local unit members, and teaching and non teaching representative in the college governing body.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Screen shots of user interfaces	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Blood Donation and Health Check-up Camps

NSS, NCC, Woman Cell, Legal Cell and Red Ribbon club of the college organizes Mega Blood Donation and Health Check up camp every year. Such camps are organized along with Lion's Club / Rotary Club / Red Cross Society of Panipat. We know blood is life and blood donation is the great donation. The above cells of the college creates an environment in the college in which larger and larger number of students voluntarily donates the blood every year. In addition a number teachers and non-teaching staff also donates the blood in such camps. Before organization of blood donation camps, Awareness Seminars / Workshops / Extension lectures are organized in which students are informed various issues related to blood donation viz- why to donate, who can donate blood, benefits of blood donation, at what interval blood donation possible and many more such informations are given. Students are also informed that in such camps

various blood tests of students are performed free of cost. In addition Workshops are organized by above cells in the college in which experts from forensic lab of Madhuban and Red Cross Society, Panipat provide useful information to students on various issues. These cells also invite specialized Doctors for ENT check-up of students, deficiency test of students, AIDS awareness drive, First Aid norms. Student largely benefitted from such activities.

On the organizational day of camp, wider publicity in the form of banners, hoardings are displayed, Help desks are established, Refreshment committee for blood donors activated, prizes given to blood donors. Students donate the blood under guidance of expert of Doctors. Health and Deficiency check-up desks are organized in which expert Doctors are invited. As a result of above, every year students have great enthusiasm in donating the blood in such camps.

1. College organized mega Blood donation and Health check-up camps on March 8, 2013 in which 235 units of Blood were collected. Five teachers & non teaching staff also donated the blood.
2. College organized Blood donation and Health check-up camp along with Red Cross Society on March 11, 2014 in which 400 units of Blood collected and again on March 31, 2014 in collaboration with Rotary Club in which 200 units of Blood collected.
3. College organized mega Blood donation camp and Health check-up camp in collaboration with Rotary Club on Oct 12, 2014 in which280 units of Blood collected.
4. College organized mega Blood donation and Health check-up camp in collaboration with Red Cross Society, Panipat on Sept 10, 2015 in which 170 units of Blood collected.
5. College organized Blood donation camp in collaboration with Red Cross Society Panipat on Oct 24, 2016 in which 130 units of Blood collected.

In this way students of the college are contributing for a noble cause of the society.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Teaching

- Giving Advance in case of emergency
- maternity leaves,
- health centre, pension,
- gratuity,
- PF and loan facility from PF,
- honouring teachers for special achievements.
- Family Get Together

Non teaching

- Giving Advance in case of emergency,

- wheat loan,
- maternity leaves,
- health centre, pension, gratuity
- PF and loan facility from PF,
- honouring teachers for special achievements
- uniform.
- Family Get Together

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 74.28

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	19	19	29	19

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 15.59

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
07	03	09	03	04

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

There is well established mechanism for performance appraisal system for teachers in the college. Every year teachers are required to fill Annual Confidential Report in which they are required to give information regarding the university result of the classes they taught, application of new teaching methods in the classes, Research wrote during the year including participation, presentation of Research Papers in National/International Seminars/Conferences, publications of research articles and text books, In-Service training, extra classes for weak students; Contribution in the college activities and in college administration as member of different committees; no. of days spent in admission, teaching, evaluation, examination work; maintain cordial relation with the administration etc. Internally teachers' performance is evaluated on the above indicators. In addition, teachers are also required to minimum score (API Score) spreading over three categories for the promotion under CAS scheme of the UGC and affiliating University. This evaluation is done by IQAC of the college. The same is sent to the University for approval of senior and selection grade of the college. After this it is approved by Director General Higher Education, Haryana.

Similarly, the performance of non-teaching staff of the college is evaluated through annual confidential

report. The performance of appraisal of non teaching staff is done on the basis of handwriting and neatness; regularity and punctuality; Reputation for honesty; Capacity for work and intelligence; Acquaintance with rules & orders; Knowledge and skills in dealing with account matters; Proficiency in typewriting and shorthand; capacity for work with others etc. wherever it is applied. ACR is approved by Principal and College Management.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Generally, four financial audits are conducted including Internal and External financial audit.

- Internal audit is conducted by M/s S. Lall & Co., Chartered Accountants and it is complete for 2012-13 to 2016-17.
- External audit
  - Conducted by Director General Higher Education, Haryana and is complete for 2012-13 to 2016-17.
  - Conducted by Section Officer, Kurukshetra University, Kurukshetra and is complete for 2012-13 and 2013-14.
  - Conducted by Principal Accountant General (Audit), Haryana and is complete upto 2010-11.

Since, audit takes place in the college itself, all the relevant documents are provided to the auditor and if any objection is raised in the audit report that is clarified after consulting the Management.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 6.95

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.39	1.39	1.50	1.39	1.28

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Principal sources of funds for the college are, Grants from the state government for salary of regular staff, development grants received from UGC, development fees collected from students and fees collected from the students enrolled in the courses run under self financing schemes. The funds received from the UGC are clearly mentioned for which purposes they are granted. The grants received from the state government are also under special heads and they are spent for the purposes they are meant. The institution has at its disposal the funds collected from the students and from the students of the self financing courses. These funds are made use of for the various needs that come up from time to time. The college does not get fund from the state government for the maintenance of the college, therefore, these funds are very useful for the college. The chief deficiency of the college is the non fulfillment of the various teaching and non teaching posts. Sanctioned non teaching posts are also insufficient. These posts are filled with the funds raised from students. College also receives grants and some donations from the dignitaries of government and Panipat city during college functions. Such funds are for specific purpose only. All the fees to be received from the students are clearly mentioned in the college prospectus according to different heads. College also sends some fees to the affiliating university. The Principal, Bursar and the committees of the college monitors the use of resources received from the state government, UGC and fee from the students. Finance committees and the Management board, review the use of resource make recommendation for better handling of resources and effective mobilization of available funds. Every department prepares the yearly plan and expected expenditure involved and present it to the Principal. The Principal present proposals are sent to the Management of the college for approval. Institutional budget is prepared by the Principal every year taking into consideration of recurring and non-recurring expenditures. Along with this, all coordinators of different cells are instructed to submit their budget to Principal. All the major financial decisions are taken by the College Management. After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed. The payments is released after delivery of respective goods. It is done as per the terms and conditions mentioned in purchase order. All transactions have transparency through bills and vouchers. The bill payments are passed after testing and verification of items. Only authorized persons operate the transaction through bank. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

6.5 Internal Quality Assurance System

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

Response:

1. Empowerment and Inclusiveness of Girls

Objectives:

As in Haryana, Sex ratio is less than the national level sex ratio, therefore, it is very important for the empowerment and inclusiveness of girls.

The Context:

In the male dominated society, the mindset of the people has always been a big problem in the context of girl education and parents are more concerned about the marriage of the girl rather than their education because of lack of safety of the girls studying at distant places.To break this deadlock, Arya P.G. College, Panipat has always supported the girl students with true spirit of 'Beti Padao, Beti Bachao'.

The Practice:

In order to achieve the above objective, our college encourages the larger participation of girl students in extra curricular activities, organized a number of gender sensitization programmes, special cells such as Women Development Cell, Legal Cell to support girl students,fee concessions, greater attention towards basic needs such as separate washrooms, canteen, common room, special health check-up camps, specialized courses for girls, extension lectures, counselling of parents, work while studying at greater participation in departmental level associations.

The Evidence of Success:

1. Increasing number of girls students in admissions. **(Girls are 2924 out of 4820)**
2. Greater number of girls in University Merit list.
3. Greater number of girls in Sports activities.
4. Greater number of girls in Cultural activities.
5. Post Graduate students of the college engaged as faculty.
6. Majority of the students in PG classes are girls.

Problems Encountered and Resource Required

Despite the best efforts of the college, parents hesitate in allowing the girls to participate in sports and cultural activities where the girls are required to stay out of their home.

2. Promoting Research Culture

Objective

- Including research culture among staff.
- Encouraging practice of continued learning and quest of knowledge.
- Encouragement for the presentations and publication or research articles.
- Seminars to be organized to promote research temperament.
- Bridge gap between theory and practice.

Context

The best practice was started in the college to instill research culture in the institution.In order to become globally competent.

Practice

A research committee has been constituted for the purpose.Students are provided platform for presenting papers.Students are encouraged to take up research oriented and socially relevant topics for study.Faculty members provide the guidance, supervision to carry out the same.Students and teachers are encouraged to present papers at conference hosted by other institutions.The faculty also takes up minor and major projects sponsored by the UGC.

Evidence of Success

As a result of efforts made, there is remarkable improvement in the research activities in the college.Large number of papers have been presented and published in many seminars/conferences at National and International level.Seminars/Conferences have been held at the college campus.

Problems encountered and resources required

Financial constraint, shortage of time due to semesterization imposes constraints on the faculty to put in their full potential.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

IQAC reviews its teaching learning process, structures & methodologies of operation annually. It also verifies the learning outcomes periodically through student feedback and departmental meetings. IQAC found that the teaching method must be made more interactive and more visual in the benefit of the students. IQAC of the college has initiated a number of steps for making the teaching learning more interactive:

1. The seminars and workshops are conducted for the faculty.
2. Making seminars compulsory for the PG students.
3. Examining students by conducting internal test assessments.
4. Holding extra classes for course completion on time.
5. Arrangement of remedial classes, doubt clearing classes for slow learners.
6. Establishment of Research Cell in order to encourage research activities.
7. Appointment of part time faculty to teaching posts lying vacant in the department.
8. Procuring necessary facilities in Seminar/Conference Halls, Smart Class Room, Laboratories, Multi Purpose Auditorium.
9. Automation and digitalization of library.
10. Provision of Wi-Fi facility and smart classes.
11. Increased usage of ICT Tools in teaching learning process.
12. Preparation of course plan at the beginning of every session.

Through the initiatives of IQAC, all laboratories in the college has been updated and upgraded with new instruments, equipments, computers, printers, Wi-Fi networking, air conditioners, smart boards, video

camera, recording facility in media lab, laptops to faculty, desktops to departments etc.Apart from the physical faculty for the enhancement of the teaching learning, there are two distinct initiatives which has been introduced in the college on the recommendation of the IQAC of the college.Faculty members have been motivated to record their lectures and place them on the youtube channel of the college and made them available to the students.This is in addition to motivating students for watching important lectures on youtube uploaded by experts from other reputed institutions.All teachers have uploaded the day wise lecture plan on the college website and teachers strictly complete the syllabus as per the teacher plan.Teacher plan of 15 days are also displayed on the college notice board.Students are fully aware about the lecture of the teacher day wise.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	02	02	02

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
e-copies of the accreditations and certifications	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Ever since the last accreditation of NAAC in the year 2004 with B++ grade and score of 83.75, college administration is always open to new innovations in the field of academics, sports, administrative and other fields and has introduced a no. of innovations academics and administration. The number and competition of admission has substantially changed. As a result college witnessed the grooming graph academic achievements in University merits. Although college has made progress in all spheres, Yet Academics and Administration has witnessed the following quality initiatives.

1. Computer education is compulsory for all students and college has required no. of updated computer Labs with free Wi Fi internet services for student and teachers.
2. Faculty members are provided with laptops and there are sufficient number of seminar halls equipped with latest teaching aids.
3. Computer Department of the college conducts annually ICT based teaching workshops for faculty members.
4. There are sufficient no. of class rooms, well equipped and updated Science Labs, B.Voc Labs, language Labs, Media Labs.
5. College library is centrally air conditioned with sufficient no. of books and journals.
6. Various departments of the college are always instrumental in holding State, National, and International Seminars/Conferences, Science Exhibitions, Talent Hunt etc.
7. All department level association remain active throughout year.
8. All departments organize extension lectures.
9. Students are encouraged for various academic activities at college and inter college level.
10. College motivates faculty members for conducting quality research.
11. College has multi-purpose Auditorium for big Academic Events.
12. College has successfully introduced the college Management system for the promotion of digital india.
13. College practices decentralization and participative Management.
14. College properly maintain accounts, income and expenditure statement dually audited internally and externally as a mark of transparency.
15. College has successfully introduced job oriented and vocational courses such as M.Com, MA(Eng.), M.Sc(Maths), B.Com(Hons.), B.Voc(TFD), B.Voc(ID), BA(MC), BTM, BCA, a no. of add-on courses and value added courses.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 21

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
05	04	05	04	03

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)
Report of the event	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

We consider our college the second home of the students particularly for the girls students. Efforts are made by the college to provide the equal opportunities to the boys and girls. As a result both boys and girls participate in larger numbers in sports, cultural and other extra curricular activities. Efforts of the college has brought the result where girls has outnumbered the boys in total strength of the students. There is well developed Women Cell which is always instrumental in organizing a number of seminars and workshops on gender sensitization programme and also conducts counseling schedules for the students where doctors, lawyers, social workers, spiritual thinkers are invited for counseling and gender sensitization lectures. College has functional dispensary in which all essential medicines are available along with first aid facilities. The services of a reputed MBBS Doctor is hired in the college for routine checking of students and staff. Grievance and Legal Cell of the college also organizes a number of event of gender sensitization and aware the students about their rights and duties. The campus of the college is safe for both the boys and girls. There is separate entry for boys and girls alongwith different parking facility. There are only two entry and exit gates guarded by three guards on each. College has installed CCTVs surveillance along with recording facilities. Proctor Cell of the college takes care of the grievances of the students. Ragging is strictly prohibited in the college campus and generally anti ragging committee does not receive any

complaint in this regard. Pad vending Machine is installed in the college for providing sanitary pad to the girls. There are separate common room along with necessary equipments and furniture for both boys and girls. College also has adequate number of washrooms for the boys and girls separately. College also has cosmetology lab which provide a number of facilities relating to hair care, facial which are otherwise costly in the market.NSS, NCC, Women Cell, Legal Cell, Red Ribbon Club of the college organizes a number of event of gender sensitization such as Rallies, Seminars and Workshops. There are class In-charges which receives grievances of the students and bring them in the notice of the college authority for their redressal. Suggestion boxes are installed on important corners of the college and every student can drop their grievances on any matter without even giving their name and Roll No. These complaints are well attended and solutions provided.

7.1.3 Alternate Energy initiatives such as:

    1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 16.49

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 50

7.1.3.2 Total annual power requirement (in KWH)

Response: 303.175

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 22.51

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 7.081

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 31.455

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Waste Management:

Solid Waste Management: Solid Wastes include college garbage, rubbish etc. e.g. paper in classrooms and offices, soiled tissue and disposable cups in the canteen, tin cans, and peelings in the kitchen of canteen. Dry waste and wet waste collected separately and deposited into garbage van for further recycling procedure are managed by municipality. Disposal of waste is done with utmost care. All biodegradable waste is collected in a vermiculite sites to be conserved onto organic manure which in turn is used in the college lawns. Plastic waste is collected separately and sent to the municipal collection centres for appropriate disposal. It is Chemistry Lab that requires strict monitors of waste disposal. All the chemical waste generated in the lab is identified and categorized into different groups. They are then collected in separate receptacles. Acid/Alkali waste are collected in separate cans. Release of this waste into the environment is done only after making it environmental friendly by dilution with plenty of water and then neutralization using very dilute alkali/acid neulralization can be monitored by PH meter/litmus paper. Chemicals having hazardous and toxic effects are identified are designed to avoid to minimize the use of such hazardous chemicals and toxic metal ions.

E-waste Management: E-waste management is a serious challenge for the institution. Green computing is encouraged in the following ways: Switching off CPU and all peripherals such as printers, modems, routers, projectors during period of in activity. Use of LCD instead of CRT monitors; use of refill inkjet cartridges and laser toners.

Other initiatives

- Use of plastic is discouraged, NSS volunteers are encouraged to deposit plastic waste at appropriate place.
- Students awareness camps are organized from time to time to teach them ways to produce organic manure. Nearly all the departments ensure litter free campus.
- Distribution of plants and seedlings to students and community.
- NSS unit actively leads rallies across to spread the message and 'Swatch Bharat Abhiyan', Pollution free city.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Installation of Rain Harvesting & Water Conservation System

Objectives:

a.) Harvesting the rain water and its conservation. b.)Due to non availability of sewerage plant, water logging was common during rainy season. c.) To take care of this water, rain water harvesting systems was required in the college.

The Context:

Land of Haryana is very fertile for the agriculture and farmers mainly grows rice and wheat crops which requires sufficient irrigation facilities.As a result water table in Haryana has been declining very fast.To take with this problem,. Govt. Of Haryana is focusing on rain harvesting system.To support the efforts of Govt. Of Haryana, also to tackle our domestic water problems, college initiated the step of installing rain water harvesting system in the college prominent locations.

The Practice:

College has set up three rain harvesters, near Chemistry Department, in the ground of sports complex and near Botanical garden of the college. These sports are the points where rain water logged during rainy season.

The Evidence of Success:

a) College contributing towards vital objective of conservation. b)Problem of water logging during rainy season tackled.

Problems Encountered and Resource Required

It required level fielding of the open space of the college in such a way that water logged around rain harvesters.This required huge financial resources.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Our college is known for vibrant eco friendly campus where we have thousands of pots, lush green lawns, numerous trees, botanical garden which has rare plants. Every year NSS and NCC cell of the college organizes tree plantation day where students and teachers plant tress in the campus and also take pledge to nurture it during their stay in the college. The Botany department of the college organizes flower show and flower photo exhibition for motivations of the students towards importance of green culture.NSS and NCC

cell of the college organizes a number of camp and seminars for bringing awareness about *'No Use of Polythene'* and Plastic wastes are collected separately and sent to the municipal collection centres for appropriate disposal. Student awareness camps are organized for bringing awareness regarding organic manure. Parking of staff and male students is separate and does not disturb the college campus. Students also bring their cycles. Students from nearby areas use public transport. Teachers also use public transport. College has successfully implanted the ERP to make the college paperless. Some efforts of the college authority in making campus green are as under:

1. Students are encouraged to use Bicycles and public transport. More than 50% students come to college using public transport system.
2. Teachers coming from same locality use car pooling system
3. All students and staff are encouraged to use ginny bags, clothing bags instead of using plastic bags. College canteen also directed to use minimum plastic in packing.
4. Starting from admissions to fee deposit, form submission, award submission being done Online through LAN.
5. Clean and green campus of college having good floristic diversity also harbors lots of avian founa. College is maintaining many old and large trees planted by dignitaries since the inception of college.
6. Free training of Kitchen gardening and seasonal flower gardening provided by Botany Department to its students and to general public also through flower show and nature photography show etc.
7. Seeds of vegetables and flowers, herbs like Ocimum, Mint etc. are being provided to students and staff free of cost to promote greenery at their home also.
8. College has Botanical garden where students get training in seed germination, vegetative propagation methods, seed production through artificial pollination.
9. Many rare/historical/mythological/ medicinal plants have been planted in Botanical garden and in campus to provide knowledge about them to students.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.58

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.23	5.24	2.90	1.13	1.96

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document]()
Green audit report	[View Document]()

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document]
link to photos and videos of facilities for Divyangjan	[View Document]

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 68

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	18	24	02	01

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 68

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	18	24	02	01

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<u>View Document</u>

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	<u>View Document</u>

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 28

File Description	Document
List of activities conducted for promotion of universal values	<u>View Document</u>

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

National festivals are celebrated with enthusiasm. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of a great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. Every year our college organizes the national festivals and birth/death anniversaries of the great Indian personalities such as Gandhi Jayanti, Patel Jayanti, Kisan Diwas in the name if Sh. Lal Bhadur Shashtri, Dr. B.R. Ambedkar Jayanti. Teacher's Day etc. Generally, Gandhian Study Centre of the college and class in –charges at class level conducts such activities where students are told about deeds of great Indian personalities.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and

auxiliary functions

Response:

Our institution believes in maintaining complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters college appoints internal and external auditors every year. The decision is always taken unanimously in the Governing Body of the college. Through Internal Academic and Administrative Audit (AAA) the transparency is maintained. All the stakeholders are involved in A & A Audit. The information regarding the college is freely made available to the public through our website viz www.aryapgcollege.com. As the college is under RTI all the information is made available to the public. We always take care of our students from their enrollment to their overall development. Recruitment of faculty and all necessary procedures are practiced as per the guidelines given by higher education department, University and UGC. All circulars regarding students, teaching staff and non teaching staff are circulated and displayed on the notice boards. College Governing Body is the highest decision making authority which consists of members from the managements, teaching staff and non teaching staff, Kurukshetra University Vice Chancellor nominee, DGHE Nominee and Principal of the college as ex-officio secretary. , Planning and execution of different auxiliary functions are discussed and decided in this committee, which are communicated to all stakeholders. Utilization Certificates of various grants are audited and submitted.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice-1

Installation of Rain Harvesting & Water Conservation System

Objectives:

1. Harvesting the rain water and its conservation.
2. Due to non availability of sewerage plant, water logging was common during rainy season. To take care of this water, rain water harvesting systems was required in the college.

The Context:

Land of Haryana is very fertile for the agriculture and farmers mainly grows rice and wheat crops which requires sufficient irrigation facilities.As a result water table in Haryana has been declining very fast.To take with this problem,. Govt. Of Haryana is focusing on rain harvesting system.

The Practice:

College set up three rain harvesters, near Chemistry Department, in the ground of sports complex and near Botanical garden of the college. These sports are the points where rain water logged during rainy season.

The Evidence of Success:

1. College contributing towards vital objective of conservation.
2. Problem of water logging during rainy season tackled.

Problems Encountered and Resource Required

It required level fielding of the open space of the college in such a way that water logged around rain harvesters.This required huge financial resources.

Best Practice-2

Centralized College Management System (CMS)

Objectives:

CMS was required in the college in order to avoid any type of confusion, clerical mistake, digitization and to maintain transparency in the admission process.The use of CMS was expected to generate automatically merit list, examination forms, university returns, sending SMS to students, Headwise Fee Collection and to generate reports.This is a customized software system.

The Context:

This system was required in the college for making the admission process free from all errors and computer generated reports.The big issue before implementing the software was the personnel training as they are doing it earlier in manual way and the supplier was not local and had to be called whenever problem encountered.

The Practice:

As the strength of the students in the college is increasing, it was cumbersome to maintain the record of each student ranging from registration to admission, preparing merit list, fee collection, filling of university exam forms and university returns, information to each student in the form of SMS.Thus, the implementation of this system is unique in the sense that many of the requirements could be obtained with a single click and will meet the objectives of 'Digital India'.

Evidence of Success

The system was meant for generating automatically merit list, admission form, fee slip, fee collection, university exam forms, university returns, single college roll no. allotted to each student during the course of study and information to the students through SMS.All targets and benchmarks were realized and system proved to be a milestone in the sphere of higher education in making it efficient and error free.

Problems Encountered and Resource Required

As such no big problem came into the way of its implementation, But the employees were not properly trained as per the requirement of the software.So, the supplier had to be called everytime whenever problem occurred which costed financially.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Although, the college is touching the pinnacles in all the spheres of life including Academics yet there is a distinctive area (Cultural Activities) in which college has spectualar attainment and last five years achievements are as follows:

Year 2012-13

Our college won overall trophy at Zonal level of the University with 9 recommended items and 9 commended items; got recommended in 3 events and commended in 4 events in Inter Zonal Youth Festival of the University.

Year 2013-14

College got Overall Trophy for the Fifth time at zonal; Runner Trophy in Inter Zonal Youth Festival of the university. College won First prize in Group Dance, Mimicry in National Level Cultural Fest held at Punjab University, Chandigarh.

Year 2014-15

College successfully organized the Kurukshetra University Zonal Youth Festival (Karnal Zone) and won Overall Trophy at Zonal Youth Festival (Karnal Zone) for the 6th time in a row with First Position in 19 events and Second position in 6 events. College won for the first time Overall Trophy Inter Zonal Youth Festival of the university. Our college represented the contingent of Kurukshetra University, Kurukshetra in Inter University Youth Festival North Zone at University of Jammu, Jammu 22.01.2015 in which 22 out of 32 participants were from our college and Haryanvi Orchestra played by our students got first position; Our college represented the contingent of Kurukshetra University, Kurukshetra in National Youth Festival held at Devi Ahilya University, Indore and our Haryanvi Orchestra team got Second position.

Year 2015-16

College won Overall Trophy at Zonal Youth Festival (Karnal Zone) for the 7th time in a row held with First Position in 15 events and Second position in 10 events; 55 students of the college presented a Sangeet Yatra-depicting pre-Vedic and Vedic period, Mahabharata, Harshvardhna, Mughal period, British period, folk songs, dance styles and instruments of Haryana through a musical ballet on Oct 29,2015 at Kurukshetra University, Kurukshetra as a mark of beginning of State level Ratnawali Festival of the university. College won State Level 'Ratnawali' organized by Kurukshetra University, Kurukshetra; Won Runner Up Trophy in K.U. Inter Zonal Youth Festival at Kurukshetra University, Kurukshetra. Our college represented the contingent of Kurukshetra University, Kurukshetra in Inter University Youth Festival North Zone at Punjab Agriculture University Ludhiana in which our students participated in Haryanvi Orchestra, Skit, Group Song, Western and Western Vocal Solo.

Year 2016-17

College won Overall Trophy at Zonal Youth Festival (Karnal Zone) for the 8th time in a row; Won Overall Trophy in Haryana Rantawali Festival, won Overall Trophy at 39th Inter Zonal Youth Festival for the 2nd time in a row held at Kurukshetra University, Kurukshetra. Our college represented Kurukshetra University, Kurukshetra in North Zone Inter University Youth Festival held at Kanpur And got First position in Harynavi Dance, Haryanvi Orchestra & Mime; Students of the College represented Kurukshetra University, Kurukshetra in All India Inter University Youth Festival and at Shivaji Vidyapeeth University, Kohlapur and got First position in Folk Orchestra and Second Position in Mime and third position in Haryanvi Dance.

5. CONCLUSION

Additional Information :

The effort of the colele in the diverse fields with proper spirit got national recognition when UGC bestowed ont he college a unique honour of "Centre with Potential for Excellence (CPE) in 2010. Our endeavour is to make indiviudals more mature, responsible and socially aware. Aray P.G. Colelge Panipat a premier insitute of higher education in Panipat startd its journey towards excellence in the year 1954 when Babu Jagjivan Ram Ji, the then Union Minister of Communication inaugurated it with a sole aim of leading the youth 'From darkness unto Light', We dedicate this mega achievement to all those who mange, run or constitute this college, as well as our patrons and well wishers.

Concluding Remarks :

- Arya P.G. College, Panipat is one of the oldest institution in the NCR and affiliated to Kurukshetra University Kurukshetra & strictly adhere to University calendar.
- College has introduced a numbers of new goal oriented, vocational, skill oriented courses & value-added courses, so that students can take up self-employed & necessary supporting facilities like computers, printers, photocopier, internet etc are provided for the same.
- Students from different backgrounds take admission in the college because of qualified teaching staff & problem solving attitude of management & Principal.
- College provides all facilities to its staff members to enrich their research domain. As a result, many teachers have obtained minor/major research projects from UGC, New Delhi.
- College also creates job oriented atmosphere for its students through many vocational courses.
- The college has highly developed infrastructure along with academic, sports & cultural facilities for the students.
- College has high-tech library & laboratories labs which fulfils the advance needs of the students.
- Following the directions of DGHE, Haryana, the college uploads its prospectus, lesson plans & all necessary details of the students.
- It is also well-connected with its alumni & value their feedback.
- The college is under 24 hour CCTV surveillance & steps with modern needs like replacing ordinary lights with LED lights & Solar panel.
- The college also enjoys locational advantages which makes it, one of the favorite institutions among the students.