



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	K.M.GOV.T.COLLEGE ,NARWANA
Name of the head of the Institution	Dr. Santro Lamba
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01684241385
Mobile no.	9996356669
Registered Email	gc.narwana@gmail.com
Alternate Email	gc_narwana@rediffmail.com
Address	K.M.G.C, Narwana, Patiala Road , Narwana 126116
City/Town	Narwana
State/UT	Haryana
Pincode	126116

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Krishan Kumar
Phone no/Alternate Phone no.	01684241385
Mobile no.	9416108134
Registered Email	gc.narwana@gmail.com
Alternate Email	gc_narwana@rediffmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://kmgcnarwana.edu.in/images/64/MultipleFiles/File12615.pdf">http://kmgcnarwana.edu.in/images/64/MultipleFiles/File12615.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://kmgcnarwana.edu.in/images/64/MultipleFiles/File12920.pdf">http://kmgcnarwana.edu.in/images/64/MultipleFiles/File12920.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.30	2003	16-Sep-2003	30-Apr-2010
2	B	2.16	2015	01-May-2015	30-Mar-2020

<b>6. Date of Establishment of IQAC</b>	10-Jul-2013
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	2020 00	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Block of twelve rooms. Canteen's renovation Rewiring the whole campus Solar system 150 KW New computer lab. In Maths Dept. IQAC PLAYING VITAL ROLE TO IMPROVE QUALITY OF EDUCATION IN COLLEGES AND PREPARING A WELL MANAGED PLAN FOR NAAC VISIT IN FUTURE

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Work Block of twelve rooms. Canteen's renovation Rewiring the whole campus Solar system 150 KW New computer lab. In Maths Dept.	Under Progress Under Progress Done Under Progress established

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

COLLEGE COUNCIL

22-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Feb-2015

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

18-Mar-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

MIS portal is an initiative by Higher Education Department, Haryana. Management information system, or MIS, broadly refers to a computerbased system that provides managers with the tools to organize, evaluate and efficiently manage departments within an organization.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our institution focus on the holistic development of students and encourage students to strive for high academic as well as extra curricular achievements. To achieve this aim a clear roadmap of academic calendar is needed. Therefore we start our academic year with an orientation programme for the new entrants of our institution. In this program they are informed about the academic and extra curricular aspects of the courses as well as rules and regulations of the college. They are also made aware about the teaching days, tentative schedule of house exams and final examination, talent search competition, sports functions and various other scheduled activities. For the smooth and effective running of the academic calendar following steps are taken by the institution:

- A college level meeting is held to orient all the staff members towards the effective implementation of academic and non academic activities to be adopted

by college. - Various task forces are formed to look into different aspects like time table, maintaining discipline, sports activities, cultural activities, attendance monitoring and other college activities. - Faculty incharges of various departments organise meetings and prepare plan to meet the objectives of the teaching learning process in the given time span. - Teachers are then allotted classes and syllabus is distributed among them. They are then asked to devise and submit their lesson plans according to syllabus and university calendar. - At the commencement of classes students are informed about the syllabus, exam pattern and other academic aspect of the respective subjects. Teachers underscore the importance of regular work, application of academic knowledge, scheduling of various activities, revision and self discipline. - Along with traditional methods of teaching, our teachers adopt some of the smart and technical methods of teaching. College has smart class rooms and language labs which allow the teachers to impart lessons through power point presentation, video screenings and audio sessions. - To gauge the academic progress of students various class tests and surprise tests are conducted. Outcomes are then assessed and if required teaching methods are altered to achieve the desired results. - Students of various departments are taken to their respective field tours so that they can gain first hand exposure of the working environment of their fields. - To enhance the skills and research aptitude among Post graduate students, they are encouraged to give presentations, attend seminars and write dissertation and papers. - For the in depth understanding of core topics various extension lectures are conducted and experts are invited to share their experiences.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	NIL	01/07/2019	00	NA	NA

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Hons. (English)	27/05/2019
BA	Music (Vocal)	27/05/2019
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	ENGLISH	19/08/2019

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	700	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication skill and personality development	01/07/2019	18

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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Vth Sem Training Report	15
BTTM	On the job training report vth sem	13
BTTM	Communication skill and personality development	18
BSc	zoology - Educational trip	50

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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

##### Feedback Obtained

College is dedicated to provide quality education to students and make them active participants in the teaching learning process. For this college has various formal and informal feedback system. Institution organise students satisfaction survey from time to time. This survey is done through online questionnaires or Google forms. The feedback is then properly analysed and alternate strategies and approaches are adopted for better outcome. Another source of feedback is the interaction of students and various committees like Anti ragging comittee, women cell, discipline committee etc. Various interaction programs are held by these committees where students are encouraged to share their grievances and opinions without any fear. From time to time various counsellors, doctors, lawyers and other experts are invited in college to interact with students. Such sessions provide valuable feedback about the college atmosphere. Complaint/Suggestions boxes are installed at various places of college premises. Students are free to give their suggestions, opinions or complaints with their names or anonymously. Complaint boxes are opened from time to time and necessary actions are taken keeping in view the need and privacy of students. College has zero tolerance policy towards ragging and harrasment of students. To maintain a safe and secure environment in college proctorial duties are alloted to teachers . In every lecture some of the staff members take an informal round of the college premises and interact with students. Besides teachers, non teaching staff are always on vigil and are important source of feedback. Students can also give feedback through college email. Various students organisation also gives valuable information. college administration is liberal and receptive to new ideas and different opinions and always ready to embrace the strategies which helps in the progress of students and institution.

### CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	GEN.	480	3503	480
BA	ENG. HONOURS	40	55	40
BCA	COMPUTER	40	87	35
BCom	GEN.	160	253	159
BSc	N.M.	160	281	125
BSc	MED.	60	145	60
BTTM	TOURISM MGT.	40	123	40
MA	ENG.	40	152	38
MA	POL.SCIENCE	40	197	40

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2712	174	82	0	11

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
82	25	7	3	4	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is run by the institution for academic and non academic progress of students. To enable constructive and useful interaction between teachers and students, tutorial classes are held every week. For the smooth running of this program, each faculty member is made mentor of 20-30 students. In the tutorial classes, the respective mentor collects necessary information about the students. Students are also encouraged to share their experiences. Teachers assess the situation and proper counselling and guidance is provided. Sensitive and critical issues are brought to the notice of college administration. Students are free to meet their mentors anytime in college. They can also contact their mentors through mobile phones in case if there is a dire need. This student mentoring system is a reliable and comprehensive support system for our students and college is determined to continue this process smoothly.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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**2.4 – Teacher Profile and Quality****2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	42	29	3	9

**2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )**

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr. Jaipal	Assistant Professor	State Level NSS Award

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**2.5 – Evaluation Process and Reforms****2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Arts	Semester	30/04/2020	01/09/2020
BCA	Computer	Semester	30/04/2020	01/09/2020
BA	Eng. Hons.	Semester	30/04/2020	01/09/2020
BCom	GEN	Semester	30/04/2020	01/09/2020
BSc	NM	Semester	30/04/2020	01/09/2020
BSc	MED	Semester	30/04/2020	01/09/2020
BTTM	TOURISIM.	Semester	30/04/2020	01/09/2020
MA	ENG	Semester	30/04/2020	01/09/2020
MA	PLO.SCIENCE	Semester	30/04/2020	01/09/2020

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**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

Continuous evaluation is necessary to know the learners level and understanding of various concepts. Though the guidelines of University are adhered to with respect to evaluation process, flexibility is maintained at class level keeping in mind the slow and fast learner. The marks allotted for internal evaluation are 20. Out of 20, 5 marks are allotted for house exam performance, 10 marks for various assignments given from time to time and 5 marks for class attendance and performance. For practical subjects, practical exams and viva are conducted at the end of semester. Day to day work and various experiments in labs are keenly observed by the faculty. Various academic activities like seminars , field tours and reports, group discussion, quizzes, presentations are conducted from time to time to boost the intellectual level of students. Due to COVID 19 pandemic, institution adopted online means to judge students progress. Online vivas were conducted through Google meet and other apps. Students were also



allowed to send their assignments through WhatsApp and emails. Results of different evaluation methods are analysed to identify slow and advanced learners and necessary changes are adopted in academic activities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college is affiliated to CRSU Jind . At the beginning of academic year, the university publish a common academic calendar. Our college also prepares academic calendar resonating with the calender of University. The students are informed about the academic calendar through college website, WhatsApp groups, notice boards and are also intimated verbally in the class by teachers. Time table is prepared as per the guidelines and teaching hours prescribed by the university calender. Also staff is asked to prepare and submit lesson plans in accordance with academic calendar. Internal and practical exams are conducted in compliance with University calender. For the effective implementation of Internal assessment process, examination committee is formed in the college. The committee is responsible for conducting house exams and keeping record of marks allotted to students as internal assessment. It is compulsory for teachers to distribute internal assessment marks according to university guidelines. The college is committed to maintain high academic standards and therefore the evaluation process prescribed by University is strictly followed

## 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 in website of the institution (to provide the weblink)

**No Data Entered/Not Applicable !!!**

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Bachelor of Arts	BA	Arts	462	254	54.97
Bachelor of Sciene	BSc	Med.	68	45	66.17
Bachelor of Sciene	BSc	NM	158	87	55.06
Bachelor of Commerece	BCom	COMMERECE	194	119	61.34
Bachelor of Business	BBA	Business Adm.	21	16	76.19
Bachelor of Computer Application	BCA	COMPUTER	16	8	50
Bachelor of Tourisim Managment	BTTM	Tourisim	16	13	81.25
Masters in Arts	MA	ENG.	38	26	68.42
Masters in Arts	MA	Pol. Sci.	36	20	55.56

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	00	NA	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	01/07/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MATHS	1	2.62
International	HISTORY	1	2.52
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ZOOLOGY	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	0
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	0	0	NA
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
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**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
21788435	16717128

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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SOUL	Fully	2.0	2014
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#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	38658	1617747	445	268441	39103
Reference Books	390	59033	0	0	390	59033
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
file attached	file attached	file attached	01/07/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	170	4	10	0	0	13	14	2	0
Added	1	0	0	0	0	0	0	0	0
Total	171	4	10	0	0	13	14	2	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Projector , Smart Board , 10 Wi-Fi Router	<a href="https://youtu.be/IwAwzujgzM4">https://youtu.be/IwAwzujgzM4</a>
Projector , Smart Board , 10 Wi-Fi Router	<a href="https://youtu.be/ElHBrFhFSi8">https://youtu.be/ElHBrFhFSi8</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
19788435	14717128	2000000	2000000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Our college adopts transparent, effective and robust means to maintain and utilise various facilities available in the college. College council is the supreme body in college which supervise the overall maintainance and optimum utilisation of all resources. Before purchasing of equipments, it is ensured by General purchase( Grants and Proposal) Committee that maintainance and installation charges are provided by the company which delivered the equipments. Classrooms are the most important and basic work space in any educational institution. There are 37 classrooms in the college. The classrooms are equipped with all basic necessities i.e benches, desks, black/white boards, fans etc. Time table and workload committee ensures the optimum utilisation of available classrooms. CCTVs are installed in each classroom to make sure of the safety and security of all students, teachers and equipments. There are 9 labs in science department, 2 labs in geography department and one language lab. Respective Heads of the Departments supervise the overall working of their labs. All laboratories have lab incharges , lab assistants and lab attendants. They are responsible for maintainance, cleanliness and proper functioning of various instruments, chemicals, glasswares etc. Stick registers are diligently maintained. To train the future sports champions, college has various sports facilities. There is a newly built boxing ring, athletic track and volleyball ground to train young promising sportspersons. Sports board/committee looks after the maintainence of sports grounds and sports equipments. Library can be considered as the real knowledge hub of any college. K.M College boasts of a well maintained library consisting of separate reading section, reference section and procurement section. It is fully automated with SOUL 2.0 software. Library advisory and book bank committee conducts meeting regularly with staff and students for the improvement and enrichment of the library. College has 5 computer labs, 4 smart class rooms and one language lab. Information technology, Computer Education and maintenance committee works diligently to maintain the proper functioning of all college computers and their accessories. College has the facility of Wi-Fi and all the computers are installed with proper software . In order to write off the unserviceable computers, furniture, assets etc. lying with college , a Write Off and Auction Committee has been organized by the college administration. The unserviceable materials may be auctioned by the committee following government norms. Full transparency is maintained in this procedure.

<http://kmgcnarwana.edu.in/images/64/MultipleFiles/File13092.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SC,BC, TOP TEN, ATHELETS PRIZESINCENTIVES	903	9561280
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
LANGUAGE LAB	01/07/2011	225	DGHE
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
205	205	11

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	00	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	200	BA, BSC, BCOM, BTM, BBA, etc	SCIENCE, ARTS, COMMERCE, COMPUTER, MATHS etc	KUK, CDLU, MDU., CBLU. DU, etc	MSC, MA, MTECH ETC
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

[View File](#)

### 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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Our college is student centric and promotes students participation in every activity of college. Various students groups and students representatives work in partnership with college administration and staff members for the benefit of college and students. Two students are appointed in IQAC to ensure active participation of students in college activities. Members of student council assist in admissions through Student Help Desk. They guide new students about admission process, availability of seats, fee structure and the documents required for admission. Many students work as volunteers during cultural and sports functions. Students of NSS units play an eminent role in the arrangement and organization of diffrent programs and events in the college. They contribute a lot in Swatch Bharat Abhiyan and clean the college campus from time to time. Their commitment to maintain a healthy and pollution free environment is not only limited to college. Infact they organise cleanliness campaign in nearby villages. Students of NCC and NSS committees also organise Blood Donation Camps, Red Cross functions and other awareness programmes . Some students groups also collect funds to help poor and needy people of society

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution practices decentralized and participative management. Response:- The institution practices decentralization and participative management. The decisions and policies are discussed collectively but the responsibility of implementation is distributed to one and all from higher to lowest according to their departments and profile. The principal conveys the



direction, instruction and plans to faculty members in meeting held with staff members. Duties regarding various administrative academic and others are allocated to faculty members equally. Various committees are formed like: Timetable committee, Admission committee, Red Ribbon Club, Women Cell, Sexual Harassment Committee, Discipline Committee and many others for smooth and effective working and well management. The individual as well as the committee is responsible and answerable for every duty. They are conferred upon Principal held meeting with staff members to discuss the plan of action taken and to ask about their reports of execution and implementation. All the academic activities are decentralized and decision is taken based on discussion in meeting with the Principal. Participative management provides extension scope for having collaboration among various departments for implementation of the activities in the college uniformly and as a team.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	Examination and Evaluation are carried as per the guidelines and rules issued by KUK The external examinations are conducted by the university per semester. Students fill their examination forms with the help of faculty members. The center of examination is our college. University send question papers and answer sheets. External and internal staff is appointed for supervision. Practical exam are conducted in our college as per University guidelines. Teachers evaluate students on the basis of classattendance, class performance, presentation and assignment work performance and on the basis of these assessment marks are awarded to students
Research and Development	To make it mandatory for all teachers at least two papers in an academic year should be published in peer reviewed journals. It also mandatory for all teachers to attend orientation and refresher courses in their perspective year
Library, ICT and Physical Infrastructure / Instrumentation	The required up gradation and moderation has been done as required
Human Resource Management	Students are encouraged to participate in seminars, field tours, quiz, debate etc. to increase their skill and experience. Faculty members are encouraged to participate in trainings, workshops and staff development programmes.

Industry Interaction / Collaboration	Visit to training come placement fair from 28 january to 31 january at NRS govt. college Rohtak 27 students participated in this 3 days training programme
Admission of Students	For the admission the students have to apply online. The college website displays all the courses and number of seats in each course along with reservation policy for all the categories as per DGHE directive. The merit lists are prepared and displayed by the DGHE office, Panchkula. The admission committee of our college strictly follows the rules and regulations of DGHE. After physical verification of documents of students, a merit list of eligible candidates again displayed. The students are provided with the information relating to admission to via college website. Post admission, the students are assisted if they wish to change the subjects. A two day induction programme is conducted for all the new comers to acquaint them with college rules, regulations and facilities . Antiragging policy is implemented in letter and spirit with the active involvement of students.
Curriculum Development	Curriculum Development is done under the guidance of our esteemed university
Teaching and Learning	The college endeavors to improve the quality of teaching and learning through the following 1. Latest Infrastructure 2. An enhanced library experience for students and staff 3. Smart class room 4. Reading room in Library

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Implementation of ELearning labs. Teaching and learning are conducted through powerpoint presentation and videos
Administration	The library and offices are fully automated. The service book record is online. Biometric attendance system is also operated in the college.
Finance and Accounts	The salary and allowance of the staff is transfer through digital and electronic system.
Student Admission and Support	Applications are submitted for admission to different courses through

	the online admission portal. Merit list is prepared and uploaded by fully computerized system. Online counselling is scheduled based on the merit list of candidates email IDs and contact number of all members of antiragging committee have been uploaded.
Examination	Faculty members of the college perform their examination and evaluation duties as appointed by university.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
82	82	18	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provision of loan for vehicle/marriage, house loan, maternity leave ,	Provision of loan for vehicle/marriage, house loan, maternity leave ,	Fee concession, provision of payment of fees in installments to

paternity leave , CCL , Medical reimbursment, Duty leavet, Marriage gift from staff fund	paternity leave , CCL , Medical reimbursment, Duty leavet, Marriage gift from staff fund,medical leave , wheat loan	the needy students.
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#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal financial audit is conducted by college Bursar. External financial audit is conducted by Accountants General (AG), Director Local Fund Government of Haryana.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	00
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

15982155.30

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DGHE	Yes	PRINCIPAL
Administrative	Yes	DGHE	Yes	PRINCIPAL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NO PROVISION TILL DATE

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. ELECTRICITY MAINAINTENCE 2. PROPER MAINTAITNCE OF DATA 3.FOCUS ON RESEARCH AND PAPER PRESENTATION

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Nil	Nil	Nil	Nil	Nil

No file uploaded.

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Extension lecture on the topic adolescence mental health	07/09/2019	07/09/2019	135	0
Dental checkup camp	06/10/2019	06/10/2019	97	0
Workshop on stress free holistic healthy life	11/10/2019	11/10/2019	435	85
Workshop on personal grooming	10/02/2020	15/02/2020	75	0
Extention lecture on the topic women empowerment	01/02/2020	01/02/2020	165	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The proposal of solar panel ( GRID SOLAR POWER PLANT ) have been sent to chief project officer DNRE WIDE LETTER NO. 1017

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Ramp/Rails	Yes	25
Scribes for examination	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	5	5	15/07/2019	26	JAL SHAKTI ABHIYAN	CLEANLINES, WATER CON	245

						SERVATION , ENVIRONMENT CONSERVATION, TB/HIV-AIDS	
2019	5	5	02/10/2019	125	JOGGING WITH PLOGING	NO TO POLYTHENE	545
2019	5	5	06/11/2019	01	RALLEY,	SAY NO TO BURNING OF PADDY STRAW	700
2020	5	5	07/03/2020	02	INFORMATION SHARING WITH VILLAGE PEOPLE	COVID 19	600
2020	5	5	24/03/2020	17	COVID 19 PROTECTIVE ABHIYAN	SANITIZATION	700
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
COVID 19 JAGRITI ABHIYAN	04/04/2020	As an educational institution we understand our responsibility towards society and its well being. In view of the global COVID pandemic , K.M college organised various awareness programmes. One such step was the publishing of handbook/pamphlet which offered guidance regarding the preventive measures which needs to be taken during the pandemic. Many home made recipes were shared with people for immunity boosting . People were made aware about the diet which could be taken during the pandemic so that they didnt have to make frequent hospital visits as the hospitals and medical staff were overloaded. People were

		inspired to follow COVID guidelines regarding the use of masks, sanitizers and maintenance of social distancing.
SWACCHH BHARAT-SWASTH BHARAT	01/07/2019	Under Clean India campaign, a Summer Internship Programme (50hours) was conducted from 15/06/19 to 31/07/2019. Under this campaign a pamphlet was published informing students about various activities which would be undertaken by the college. Door to door campaigns were organised under this training and students worked with village communities for building an effective system for improving the overall sanitation and hygiene in the nearby villages. Villagers were encouraged to do organic farming and not to burn the crop residue. People were inspired to remain away from various harmful addictions of substances like drugs, cigarettes and tobacco. Students and people were informed about various preventive measures which could be taken to prevent the spread of various diseases like diarrhoea, Dengue, Malaria and Hepatitis etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
SWATCHHTA ABHIYAN	23/07/2019	23/07/2019	500
SOLID WASTE MANAGMENT	25/07/2019	25/07/2019	55
AWARENESS ON AIDS	12/08/2019	17/08/2019	125
SPEECH ON 150 BIRTH ANNIVERSARY OF MAHATMA GANDHI	09/09/2019	09/09/2019	85
HINDI DIWAS DIWAS CELEBRATION	14/09/2019	19/09/2019	124
BLOOD DONATION	25/09/2019	25/09/2019	150

CAMP			
NATIONAL UNITY DAY CELEBRATION	31/10/2019	31/10/2019	235
CONSTITUTION DAY CELEBRATION	26/11/2019	26/11/2019	300
AWARENESS ON DRUGS ADICTION	20/01/2020	20/01/2020	232
Tally (RELATED TO COMPANY ACC.	06/02/2020	06/02/2020	180
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

#RESTRICTED ENTRY OF AUTOMOBILE #USE OF BICYCLES/BATTERY POWERED VEHICLES  
#PEDESTRIAN - FRIENDLY PATH WAYS #BAN ON USE OF PLASTIC #LANDSCAPING

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college puts its thrust on being inclusive without compromising on quality of the teaching learning process. The college has emphatically addressed environmental, social and gender issues in its endeavour to sensitize the students on regular basis. There are many best practices followed by institution to make the students active participants in the development of institution and society. One of the best practice adopted by the institution is Blood Donation Camps which are organized at regular intervals in college. Students are encouraged and informed about the importance and necessity of blood donation. As a result a large number of students, alumni members and other common people come forward to donate the blood. Another best practice followed by the institution is tree plantation program. This is the urgent need of hour as environment is degrading day by day , therefore college is committed to contribute in the saving of environment. Diffrent types of plants are brought and planted with the help of students and teachers. In this way we are successful in creating an eco friendly and healthy environment in the college. The establishment and functioning if various committees of the college can be cited among best practices. Although UGC mandated, the college has modified them and widened their scope to include several students of marginalized sections of society.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://kmgcnarwana.edu.in/images/64/MultipleFiles/File13041.docx>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

K.M. Govt. College believes in creating new benchmarks of holistic development of its students and staff. The college contributes a lot to the development of surrounding community and society. One of these contributing efforts is our involvement in Unnat Bharat Abhiyan. It is the result of our efforts that the college has become the first college of Haryana to be registered with UBA. The college has got the involvement of about twenty-two villages in this campaign. The performance of the college is noticeable in the implementation of the scheme, Earn While You Learn, run by the government of Haryana. The college spent rupees 718700 during last five years. In this manner, the college was successful to help the economically backward meritorious students to EWYL and



made them self-dependent. The college shows its extraordinary involvement in Swachh Bharat Abhiyan. In this campaign, the college has taken the active participation of five villages of the vicinity

Provide the weblink of the institution

<http://kmgcnarwana.edu.in/images/64/MultipleFiles/File13042.docx>

### **8.Future Plans of Actions for Next Academic Year**

A meeting of IQAC was held in the principal office under the chairmanship of Dr. Santro Lamba Principal incharge. The following decisions were taken in the meeting 1. It was decided that a block of 12 new rooms will be constructed in the college 2. Canteen will be fully renovated 3. The rewiring of the whole campus 4. Solar system of 150 kilowatt will be in installed on the roof of Arts block 5. New computer lab for maths department will be established.