



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

SAT JINDA KALYANA (PG) COLLEGE,
KALANAUR

- Name of the Head of the institution DR. NARESH KUMAR DUA
- Designation PRINCIPAL
- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 01258222439
- Mobile no 8607022439
- Registered e-mail sjkc@rediffmail.com
- Alternate e-mail iqacsjkc@gmail.com
- Address ROHTAK-BHIWANI ROAD, KALANAUR
- City/Town ROHTAK
- State/UT HARYANA
- Pin Code 124113

2. Institutional status

- Affiliated /Constituent AFFILIATED
- Type of Institution Co-education
- Location Rural

- Financial Status **Grants-in aid**
- Name of the Affiliating University **M.D. UNIVERSITY, ROHTAK**
- Name of the IQAC Coordinator **DR RITU LALL**
- Phone No. **8607022439**
- Alternate phone No. **8295677105**
- Mobile **9671850271**
- IQAC e-mail address **iqacsjkc@gmail.com**
- Alternate Email address **sjkc@rediffmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

http://www.sjkc.ac.in/images/AQAR_2019-20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.sjkc.ac.in/images/Activity.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|--------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B | 71.10 | 2003 | 21/03/2003 | 20/03/2008 |
| Cycle 2 | B | 2.48 | 2015 | 15/11/2015 | 14/11/2020 |
| Cycle 3 | A | 3.03 | 2022 | 09/11/2022 | 08/11/2027 |

6. Date of Establishment of IQAC

05/09/2012

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| -- | -- | -- | -- | -- |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of

[View File](#)

IQAC

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

'A' Grade accreditation of the college by NAAC

Preparation of Institutional Development Plan

Signing of new MOUs with different institutes/organisations

Online system of collection of feedback (curricular aspect) instead of the offline system

Organisation of seminars on IPR, Entrepreneurship, FDP and prize distribution function

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|--|---|
| To complete the work of Auditorium | Near Completion |
| Signing of MOUs | Done |
| ISO Re-certification | Done |
| Online mode of collection of Feedback | Implemented |
| Construction of conference hall/ management office | Near Completion |
| Organisation of seminars, FDP etc. | Seminars on IPR and entrepreneurship and FDP on 'E-Learning Tools' |
| NAAC accreditation (Cycle 3) | 'A' Grade accredited by NAAC |
| Organisation of prize distribution function | Organised |
| To prepare 'Institutional Development Plan' | Prepared |
| Preparation and execution of Activity Calendar | Executed |
| Emphasis on research | Request letters were sent to the affiliating university to grant permission to faculty members for research supervision |

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|------------------------------|--------------------|
| S.J.K.COLLEGE GOVERNING BODY | 23/12/2023 |

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

| | |
|--|---|
| 1.Name of the Institution | SAT JINDA KALYANA (PG) COLLEGE, KALANAUR |
| • Name of the Head of the institution | DR. NARESH KUMAR DUA |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 01258222439 |
| • Mobile no | 8607022439 |
| • Registered e-mail | sjkc@rediffmail.com |
| • Alternate e-mail | iqacsjkc@gmail.com |
| • Address | ROHTAK-BHIWANI ROAD, KALANAUR |
| • City/Town | ROHTAK |
| • State/UT | HARYANA |
| • Pin Code | 124113 |
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| • Affiliated /Constituent | AFFILIATED |
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| • Name of the IQAC Coordinator | DR RITU LALL |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Phone No. | 8607022439 | | | | |
| • Alternate phone No. | 8295677105 | | | | |
| • Mobile | 9671850271 | | | | |
| • IQAC e-mail address | iqacsjkc@gmail.com | | | | |
| • Alternate Email address | sjkc@rediffmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | http://www.sjkc.ac.in/images/AOAR_2019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.sjkc.ac.in/images/Activity.pdf | | | | |
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| Cycle 3 | A | 3.03 | 2022 | 09/11/2022 | 08/11/2027 |
| 6.Date of Establishment of IQAC | | | 05/09/2012 | | |
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| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| -- | -- | -- | -- | -- | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | | |
|---|------------------|--|
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| 'A' Grade accreditation of the college by NAAC | | |
| Preparation of Institutional Development Plan | | |
| Signing of new MOUs with different institutes/organisations | | |
| Online system of collection of feedback (curricular aspect) instead of the offline system | | |
| Organisation of seminars on IPR, Entrepreneurship, FDP and prize distribution function | | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| | | |

| | |
|--|---|
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| ISO Re-certification | Done |
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- Name of the statutory body

| | |
|------------------------------|--------------------|
| Name | Date of meeting(s) |
| S.J.K.COLLEGE GOVERNING BODY | 23/12/2023 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|-----------|--------------------|
| 2021-2022 | 21/04/2023 |

15. Multidisciplinary / interdisciplinary

The NEP 2020 emphasizes on the establishment of multidisciplinary/interdisciplinary autonomous HEIs in place of affiliating universities. As per the recommendations, the college aims to become multidisciplinary by 2030 and gradually increase its strength to the desired level. In the Strategic Plan (2020-25) of the college, it has been proposed that new courses shall be introduced so as to allow larger choices for the students.

16. Academic bank of credits (ABC):

The college is affiliated to M.D. University, Rohtak and as an institute we are bound to follow University/State Government norms on the curricular aspects. Any directions in this regard shall be followed in letter and spirit.

17. Skill development:

Realizing the importance and the necessity for developing skills among students, the college has taken initiatives in providing training to upgrade and enhance their skills. Various skill enhancement activities are organised on a regular basis. Training programmes help students in their professional development and also help them in navigating the problems of life. Add-on courses are also offered to students in the college campus. The course of 'Beauty and Wellness' and 'Tally ERP9' were offered to the students. These courses equip them with specific skills and put them in an advantageous position. In the light of NEP-2020, it has been planned that various skill development courses shall be introduced in future

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college is known for inculcating a value system of highest order in the students. We provide value based education including the development of humanistic, ethical, Indian values and universal human values. It has been a long tradition that 'Hawan Ceremony' is organized twice a year in the college, once at the beginning of the new session (in the month of July) and then on the Foundation Day of the college (29th January). The hawan is performed with the aim to preserve the age-old Vedic culture of

India and to instill cultural values among the students. As far teaching in Indian language is concerned, the college offers Hindi as a compulsory subject and Sanskrit as an elective subject. The students who do not opt Sanskrit as an optional subject are also encouraged to participate in events such as Sanskrit One Act Play, Shalokasharan and Sanskrit Declamation with the objective of promoting and familiarizing the students with the classical language. The college is well equipped with IT resources and it can continue the practice of integrating Indian knowledge system using the online course as well.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

All the programmes and courses offered in the college are designed by the affiliating university, i.e. M.D.U., Rohtak. At institution level, efforts are made that by the end of course and programme, each student achieves the expected outcome and for that purpose the performance of the students is measured at different levels. The course outcomes and programme outcomes have been clearly stated and it is ensured that teaching learning methodology is student centric and outcome based. Most of the students in the college come from the socially and economically disadvantaged section of the society, so emphasis is laid on mentoring and extending academic support to achieve the expected level of learning outcomes. Apart from the prescribed curriculum, the stated outcomes are centered on developing critical thinking, scientific temper and analytical skills. To enhance their employable skills, emphasis is laid on the development of communication skills through interaction in the classroom, group discussion, presentations. Participation in various extra-curricular activities inculcates the socially responsible behavior. We are moving towards Outcome Based Education where the focus is not only on the competency but also on making a student environment conscious, ethical and a responsible citizen.

20.Distance education/online education:

The campus is fully wi-fi and frequently updates its IT facilities on a regular basis. The teachers are well versed with the online platforms such as Google Meet, Zoom etc and they have been successfully operating online classes, conducting tests and evaluating assignments. Apart from this various online extra co-curricular activities are organised. Further in the Strategic Plan (2020-25), it has been proposed that various e-platforms will be used for blended teaching-learning.

Extended Profile

| 1.Programme | |
|---|---------------------------|
| 1.1 Number of courses offered by the institution across all programs during the year | 277 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 606 |
| File Description | Documents |
| Institutional Data in Prescribed Format | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 265 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 195 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 31 |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 35 |

| | |
|--|---------------------------|
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 14 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 5705555.51 |
| 4.3 Total number of computers on campus for academic purposes | 62 |
| Part B | |
| CURRICULAR ASPECTS | |
| 1.1 - Curricular Planning and Implementation | |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process | |
| <p>The college consistently works for effective curriculum delivery keeping in view the overall development of the students. It follows a well-planned and documented process as stated below:</p> <p>The college follows the academic calendar of the affiliating university i.e., M.D. University, Rohtak. The timetable is prepared based on the work load submitted by the heads of different departments as per the norms of the University/DGHE Haryana. Lesson plans for each semester are prepared and displayed on the notice board and college website before the commencement of teaching. The Lesson plans are periodically reviewed by the review committee to ensure the timely completion of the syllabus. The process of curriculum delivery is complemented by incorporating co-curricular activities in the activity calendar and organising them. Group discussions, presentations and quizzes are organized from time to time to build confidence in students and impart participative learning. Further, to give practical knowledge, activities like screening of course-related movies/documentaries, field surveys and educational tours are also organised.</p> | |

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar of the affiliating University. The various components of CIE namely sessionals/class tests, assignments, presentations, projects etc. are taken into account. The college conducts and evaluates Environment Science and Computer Science examinations. The teachers prepare their lesson plans and the tentative schedule of class tests is mentioned in the same. Group discussions and presentations are also organized regularly to evaluate their understanding of the subject. Further, each student is assigned a mentor. The mentoring classes are conducted on the second and fourth Friday of every month. In these classes, the mentors monitor the progress of their mentees and the same is communicated to their parents telephonically and during Parent-Teachers meetings. At the end of each semester, the internal assessment is done based on parameters like attendance, class tests and assignments.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

38

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

Professional Ethics:

Values such as honesty and integrity are instilled in the students through the curriculum, its delivery and other activities. Individuals equipped with these values learn the appropriate behaviour, which helps them in adopting the required professional ethics.

Gender sensitisation:

Reservation policies, constitutional provisions especially for women, demographics on gender balance/issues, gender equity etc. are covered in syllabi of different subjects. The Women Cell, NSS, NCC, YRC, UOP and Legal Literacy Cell of the institution organize activities related to women.

Human Values:

The values of truth, honesty, loyalty and peace are imparted by the teachers during curriculum delivery and mentoring sessions. The institution regularly organizes various activities like blood donation camps and other community services. Further, every year, the foundation day of the college is celebrated by organising a hawan ceremony with a thrust on human values.

Environment & Sustainability:

Environment Studies is taught as a compulsory subject in the first year of all under graduate programmes. In addition, the Environment Club and other cells keep organising various activities related to the environment and sustainability.

During this session, activities namely seminar, extension lecture, tree plantation, poster-making competition, essay writing

competition etc. have been organised to address the mentioned issues.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

342

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

| | |
|---|---|
| 1.4 - Feedback System | |
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
| File Description | Documents |
| URL for stakeholder feedback report | http://www.sjkc.ac.in/images/FEEDBACK%20ANALYSIS%202022-23-3.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |
| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://www.sjkc.ac.in/images/FEEDBACK%20ANALYSIS%202022-23-3.pdf |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of students admitted during the year | |
| 248 | |
| File Description | Documents |
| Any additional information | View File |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

160

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college identifies the slow and advanced learners and makes efforts to address their needs. In the initial days of teaching, the teachers ascertain the learning levels of the students based on their performance in classes. Mentors assigned to the students also identify the pace of learning of their respective mentees.

Special programmes for slow learners:

Slow learners are provided with extra coaching and individual guidance after class hours. The teachers address their doubts & problems and provide them personal attention and counselling.

Special programmes for advanced learners:

Students are encouraged to participate in various co-curricular activities which helps them in the overall development of their personality. They are also motivated to contribute their write-ups for the college magazine 'Vidyankur'. In addition, the college provides Book-Bank facility to the meritorious students. The Career Counseling Cell of the college also conducts various activities to identify and enhance their skills.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 606 | 31 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

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

Following student-centric methods are adopted for enhancing the learning experiences:

Experiential Learning

- Integration of field surveys, lab work and project work into some courses.
- Screening of apt movies/documentaries for a better understanding of various relevant themes and issues.
- Organisation of educational tours to provide the students an opportunity for new experiences.
- Visits to Industries to expose the students to the world of practical knowledge and to hone their skills and abilities.

Participative Learning

- Group discussions, presentations, quiz competitions, declamation and other co-curricular activities.
- Involvement of students in various bodies including IQAC, NSS, NCC, YRC, Outreach Programme and Student Council.
- Participation of students in various social and extension activities.

Problem-Solving Methodologies

- Assignments and class tests to enhance problem-solving ability.

- Organisation of activities like quiz contests, sudoku contests etc.
- Holding group discussions in classes to provide the students an opportunity to solve complex social problems and various moral dilemmas.

During this session, the students participated in activities like Screening of Movie, Exhibition, Presentation Competition, Model Making, Educational Trip, Mathemagic Competition etc. to enhance their learning experience.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The ICT-enabled infrastructure of the institution includes specifically designed smart classrooms. There is a separate PC and Printer in the staff room and an e-resource access point for staff as well as students in the library of the college. The college has two computer labs having enough computers/laptops. The college campus is equipped with a wi-fi facility. Teachers enhance their technological skills by attending various workshops, seminars and FDPs. Lesson Plans and syllabi of all the courses offered by the institution are uploaded on the college website. Faculty members share e-content in the form of PPTs (PowerPoint Presentations), educational videos, course-related documentaries, movies, PDF documents etc. The content is further updated in the e-content module section of the college website. Students are encouraged to make use of resources provided by NPTEL, SWAYAM and other such portals.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

25

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

31

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

25

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

287

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college adopts a system of continuous internal evaluation in all the courses. The internal assessment is awarded to the students as per the university norms, i.e., based on attendance, tests, and assignments and the same is informed to them in the classes. The performance of students is regularly assessed through class tests, assignments, presentations, group discussions etc. The evaluated class tests are shown to the students in the respective classes. The students go through them and get to know about their performance and the same is conveyed to their parents in the parent-teacher meetings.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

The institution has a time bound and efficient mechanism to deal with internal examination-related grievances. The evaluated sessional/class tests and assignments are shown to the students in classes and if there is any grievance, the same is resolved at the earliest.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college adopts the curriculum designed by the affiliating university. All programmes offered by the college have well-defined programme and course outcomes. The programme outcomes and course outcomes are uploaded on the college website and displayed on notice boards. Faculty members are always encouraged to attend seminars/workshops to attain more competencies to enrich the learning outcomes. Teachers during teaching communicate the same to students. The new students of UG and PG courses are oriented about the broad outcomes of all the programmes at the beginning of the session. They are also apprised of all possible prospects in that field. During alumni meetings, alumni share their experiences with the students about the opportunities available after the completion of various courses.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.sjkc.ac.in/images/Po.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of programme outcomes and course outcomes are evaluated by the institution in the following ways:

- Attainment of programme outcomes and course outcomes are reflected in students' performance. A system of continuous internal evaluation has been adopted by the college where a series of evaluative methods such as class tests/sessional examinations, presentations and group discussions are used as yardsticks to measure the level of attainment.
- The IQAC of the College collects feedback from different stakeholders regarding the programme outcomes and course outcomes. The feedback analysis helps to assess the efficacy of the ongoing system of teaching and learning.
- The performance of final-year students and their progression in higher studies is another indicator.
- Placement/Employment of the alumni in public and private sectors/institutions is also a measure of attainment of the various outcomes.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

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

180

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | http://www.sjkc.ac.in/AQAR(22-23)/2.6.3_link_final.pdf |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.sjkc.ac.in/images/SSS%202022-2023.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has established an environment that fosters innovation, beginning with the recruitment of highly qualified, accomplished, and dynamic faculty members. These faculty members are actively encouraged to enhance their teaching and research abilities by engaging in diverse programs such as FDPs, seminars, and conferences. Moreover, the college has an Entrepreneurship Development Club, which recently conducted a seminar titled 'Entrepreneurial Challenges and Opportunities' aimed at inspiring and nurturing the entrepreneurial skills of young students, fostering innovation. Additionally, educational trips are organized to provide students with exposure, and they're also motivated to participate in science exhibitions, where they can apply their innovative ideas. Top of Form The college keeps organizing events like 'Diwali Mela' which provides a platform for the budding entrepreneurs to be innovative and enhance their skills. Furthermore, the college offers add-on courses on 'Beauty & Wellness' and Tally.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/3.2.1_fi_nal.pdf |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | http://www.sjkc.ac.in/AOAR(22-23)/3.3.1%20final.pdf |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution, founded by Mahant Jamna Dass Ji, upholds a vision of fostering social responsibility and community engagement through education. This commitment thrives via diverse college cells like N.S.S., N.C.C., Youth Red Cross Cell, and the University Outreach Programme. Aimed at holistic development, these platforms elevate awareness of social issues and local community needs among students and staff.

Extension activities encompass a wide spectrum, including blood donation camps, awareness drives on topics like Beti Bachao-Beti Padhao, Swachh Bharat, Drug Abuse, and campaigns on issues like dowry system and female foeticide. Rallies focus on voter and AIDS awareness, while other awareness sessions cover gender sensitization, women's empowerment, and traffic rules.

Initiatives such as environment-centric activities, health camp etc. contribute to a conscious and accountable student body. Engaging in these activities sensitizes students to societal concerns, fostering a sense of social and environmental responsibility.

Blood donation camps and awareness rallies enable students to serve humanity, instilling a spirit of social service. Organizing and participating in these activities provides a platform for students to develop effective communication, leadership, teamwork, and time management skills while fostering camaraderie among peers.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AOAR(22-23)/3.4.1_final.pdf |
| Upload any additional information | No File Uploaded |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

37

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

888

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

5

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

7

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The foundation of any institution lies in its infrastructure and the teaching-learning process. The campus is spread over an area of 7.6 Acres. The college has 13 well furnished ventilated, spacious classrooms. 3 rooms are equipped with LCD Projector facility. 7 class rooms are equipped with wi-fi/LAN facility. There are 3 smart class rooms , 02 Geography Lab, 01 Psychology Lab, 02 Computer Labs (fully air conditioned), 01 Physics Lab & 01 Chemistry Lab. All the labs are well equipped with latest apparatus/equipments and are set up as per M.D. University & Haryana Govt. norms and include all safety measures. The College has 01 seminar hall with ICT facility to conduct seminars, workshops and other extension activities for students and members of staff as well. The College has a multipurpose auditorium with a seating capacity of 600 people. The college library with a seating capacity of 150 students is well equipped with reference and textbooks, journals, magazines, newspapers etc. It also has an e-resource access point for staff and students. The College offers a book bank facility to students where students are issued a full set of books on merit and need basis. There is a separate PC and printer in the staff room with the internet facility

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/4.1.1_final.pdf |

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

The institution prioritizes comprehensive student development, actively fostering cultural activities alongside academics. To support these endeavors, various facilities are provided:

- An auditorium seating 600 for events like Talent Hunt, Alumni Meet, and Prize Distribution.
- A seminar hall for workshops, recitations, debates, and creative contests.
- A Guidance & Counseling Cell addressing students' psychological needs.
- A rehearsal room equipped with audio systems and musical instruments.
- An open stage for festive celebrations like Lohri Festival and pledge ceremonies.
- An entrance hall used for assemblies and ceremonial events.

Regarding Yoga, ample space and mats facilitate Yoga camps. The college also boasts significant sports infrastructure, dedicating areas for extracurriculars across a vast playground of 211092 sq. ft. The gym covers 2444 sq. ft. with a range of equipment catering to various exercises, while the sports unit actively participates and triumphs at multiple levels.

The sports area includes a 400 Mtrs running track, playground for games like football, basketball, volleyball, and dedicated space for indoor games like Table Tennis, Badminton, and more. The gymnasium is equipped with apparatus for specific exercises, offering facilities for athletes and players. Additionally, the institution provides equipment for indoor games such as Chess, Carrom, and Badminton.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/4.1.2_final.pdf |

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

14

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/4.1.3%20final.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.01

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

The college features a central library housing 25,606 textbooks and reference books, inclusive of a dedicated section for the SC/ST & Minority Cell. There is also a large number of subscribed magazines, newspapers and journals. The library is fully automated and uses Integrated Library Management System (ILMS) Techlib 7 software (7 version). It was automated in the year 2015. The library is computerized and also has OPAC and Inflibnet N-List Consortia which provides remote access to e-resources such as e-journals, Shodhganga free access and e-books. The library is Wi-fi enabled and has two e-resource access points for staff and students which provide access to more than 6000 e-resources. There is a user ID and password based facility for all faculty members

so that they can have a remote access to e-resources.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | http://www.sjkc.ac.in/AQAR(22-23)/4.2.1 final.pdf |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.92

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

101

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

It is widely recognized that Information Technology (IT) greatly influences and enhances the effectiveness and speed of learning in education. Details of IT facilities available in college are as follows :-

- 3 ICT enabled classrooms (Smart Boards/LCD/LED/Projectors)
- 60 Computers with LAN
- 6 Projectors
- 2 Laptops
- CCTV Cameras
- Web Cameras and Microphones
- Printers & Scanners
- Photocopier
- Smart phones
- Tech Lib.7-ILMS Software
- Software resources include Quick Heal Antivirus, MS Office, Windows OS, and open-source tools like Python, Adobe Reader, and MySQL.

Faculty access Wi-Fi for enriched curriculum delivery using PPTs, online platforms like Google Meet and Zoom, and screening relevant films for students. The IT resources facilitate online admissions, scholarship transfers, and exam submissions. The college's online presence on its website and social media platforms like Facebook and Instagram showcases its myriad activities and upcoming events. WhatsApp groups ensure continual connectivity. Regular maintenance, including antivirus updates, printer cartridge replacements, and CCTV upkeep, assures seamless IT functionality. The institution prioritizes AMC renewal for sustained performance.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/4.3.1_final.pdf |

4.3.2 - Number of Computers

62

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

32.24

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

The institution diligently maintains and enhances its facilities. These amenities undergo periodic upgrades and expansions. Some are upheld through Annual Maintenance Contracts with relevant agencies, while academic resources are managed by various committees. Regular stock verifications are conducted.

The college boasts 7 department-specific laboratories. Prior to practical sessions, lab equipment undergo inspection by designated teachers and attendants. Registers for stocks and users are meticulously maintained.

With a substantial collection of textbooks, reference materials, and digital resources, the library is well-organized and managed by dedicated staff. A committee oversees acquisitions, including provisions for economically disadvantaged and high-achieving students through the book bank.

Classrooms, equipped with basic amenities and smart technology, receive regular maintenance by support staff and external agencies. The emphasis on quality extends to sports amenities, gym equipment, and the first-aid room, which are regularly maintained and available for students and staff.

Computer maintenance falls under the Computer Science department, aided by lab attendants and external agencies. Additional facilities like transport, power, and water amenities are also meticulously maintained by respective committees.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/4.4.2_final.pdf |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

254

| File Description | Documents |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

16

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | http://www.sjkc.ac.in/AOAR(22-23)/5.1.3 final.pdf |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

92

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

92

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

26

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

23

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college actively engages students in decision-making bodies, recognizing their pivotal role as primary stakeholders. This involvement ensures transparent governance by considering their perspectives.

Students hold positions in key bodies like IQAC, providing two nominated representatives for two-year terms, fostering continuous institutional improvement. Within the NCC unit, cadets assume leadership roles, holding positions like U.O., SGT, Q.M.SGT, CPL, and L/CPL, organizing diverse events.

Two NSS units offer students opportunities as active volunteers in special camps, tree plantations, and awareness drives, with recognition for outstanding contributions as 'Best Volunteer.' YRC volunteers take charge of spreading awareness on issues like HIV/AIDS and Blood Donation.

Moreover, student representation spans across various cells such as the University Outreach Programme, Road Safety Club, Anti Sexual Harassment Cell, and Anti-Ragging Committee. Students also serve as editors for different sections of the College Magazine 'Vidyankur.'

Additionally, students take an active role in organizing events, workshops, and seminars, showcasing their dynamic involvement beyond formal positions.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AOAR(22-23)/5.3.2_final.pdf |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

40

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni stand as a cornerstone of the institution. Their contributions not only add to the institution's accolades but also hold a pivotal role in shaping its future growth. Top of Form

We take pride in noting that a majority of our college's alumni have established successful careers across diverse fields. They maintain close ties with their alma mater, consistently offering valuable insights for the college's advancement. Regular alumni meets serve as opportunities for reconnection among classmates, current students, and faculty. Their perspectives, experiences, and feedback significantly influence the formulation of policies and academic materials, enhancing the overall progression of our students.

Alumni maintain connections via Facebook, WhatsApp, and other platforms, fostering lifelong bonds. In addition to this, MoUs with some alumni have also been signed for providing guidance in the field of sports/physical training.

Throughout the NAAC evaluation on November 3rd and 4th, 2022, the interaction between the NAAC Peer team and the alumni, coupled with their insightful feedback, significantly influenced the college's achievement of an outstanding 'A' grade.

Their contributions encompass sharing experiences through extension lectures, sharing expertise, enhancing quality through feedback, involvement in IQAC, financial support, and mentoring in diverse activities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/5.4.1_final.pdf |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution is known for providing skill-integrated, quality and holistic education, transforming the

students to be competitive, employable and responsible citizens.

Vision

To impart quality and holistic education to the students of this rural area with the motto of 'Vidya-VivekVikas' .

The College, since its inception in 1971, is striving to achieve excellence in academic activities to a great extent and has been successful in achieving its vision. The institution has been imparting quality education with meticulous planning in consonance with its mission.

Mission

The College is committed to :

- Empower rural youth through quality education.
- Make individuals and society value enriched entities.
- Inculcate humaneness, fraternal spirit, social responsibility and the spirit of service.
- Instill the benign values of service (sewa), cleanliness (swacchhta), non-violence, respect for environment, helpfulness, tolerance, equity and respect for all.

The institution is governed by the Governing Body of the Sat Jinda Kalyana Education Society which is a registered body. The President is the head of the governing body. The Management, the Principal and the faculty members always go hand in hand in designing and implementing policies and plans keeping in mind the vision and mission of the Institution. Any policy matter related to the welfare of the students and development of the college is discussed in meetings of the Governing Body of the College, IQAC, College Council and Staff to take the decisions accordingly.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows a decentralized and participative management approach. The constitution of various decision making bodies speak evidently of the participative nature of management. Students also have representation in various committees and cells.

The college encourages active participation and involvement of all the staff members by inviting their views and suggestions. Also, the college has constituted various committees which require participation from all the members of teaching staff.

Case Study : The institution organized NAAC peer team visit on 03-04 Nov' 2022. It is a conspicuous example of how decentralization and participative management has been adopted as an organizational structure. Following committees were constituted: NAAC Steering Committee, Cultural Committee, Hospitality Committee, Seating and Mic Arrangement Committee, Decoration Committee, Discipline Committee, Press/Media Committee etc. These committees took care of their respective areas. The decisions related to these activities were jointly taken by these committees. Meetings were held and tasks were assigned to the members of the team to execute the tasks properly. Each committee had the liberty to take its decision. As a result of the team work, the college obtained 'A' grade.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/6.1.2.pdf |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares 5 year strategic plans and various strategic committees are put in place to effectively deploy the plans. The developmental plans are prepared in accordance with the vision and mission of the institution. On the recommendations of NAAC Peer Team for quality enhancements of the institution, various perspective plans have been deployed in the last 5 years.

Description of one activity that has been successfully implemented based on the strategic plan 2020-25 is as follows:

Establishment on Centre for Competitive Examinations:

The institution is committed towards community service and transformation of society. To meet the need of students for competitive environment, the institution planned and strategized to establish a centre for competitive examinations in the academic

session 2022-23. Accordingly, the committees for the purpose was constituted by the Principal. This committee in line with the strategic aim made a detailed proposal for the centre and submitted to the Principal after in length discussions on the proposal, it was adopted and approved. Thereafter, notice was given to students for enrolment. Books and separate infrastructure was arranged for this specific purpose. Efforts for to start the centre for competitive centre in is process.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://www.sjkc.ac.in/AOAR(22-23)/6.2.1.pdf |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

College Governing Body

Sat Jinda Kalyana Education Society is the apex governing body of the college. It is entrusted with the governance of the institution and largely attends to the policy matters. President, Vice-President, General Secretary, Treasurer, 11 members from Management, two college teacher representatives, one non-teaching representative are elected for a period of three years, one nominee of Vice-Chancellor of the affiliating University, one nominee of Director General Higher Education, Haryana and college Principal as ex-officio Member Secretary are the office bearers of the Governing Body.

Principal and College Administrative Committees

At administration level, the Principal is head of the institution. Heads of all the departments, Conveners and Co-Coordinators of various committees and Office Superintendent assist him in all academic and administrative matters including the maintenance of discipline. Committees are constituted annually and the Principal communicates the responsibilities to the members of staff.

Service Rules, Procedures and Recruitment

All the appointment, promotion and service rules contained in the University calendar of M.D. U.,Rohtak and Govt. of Haryana and UGC are strictly followed.

Grievance Redressal Mechanism

To prevent any malfunction, corrupt practices, procedural lapses, lack of transparency and accountability, the college has a constituted a Grievance Redressal Cell.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/6.2.2(Additional%20information).pdf |
| Link to Organogram of the institution webpage | http://www.sjkc.ac.in/AQAR(22-23)/6.2.2%20(organogram).pdf |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

| File Description | Documents |
|--|------------------|
| ERP (Enterprise Resource Planning)Document | No File Uploaded |
| Screen shots of user inter faces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | No File Uploaded |

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non-teaching staff are as follows:

Institution initiated welfare schemes for the Teaching Staff and

Non Teaching Staff:

Infrastructural facilities:Members of the staff are provided with hygienic working environment and well maintained infrastructural facilities.

Teaching Staff:

- Air-conditioned staff room
- PC with internet connection

Non-Teaching Staff:

- The members of non-teaching staff have well maintained individual work stations

Other facilities for teaching and non-teaching staff:

- Fridge, Microwave Oven, Hot-case, Canteen facility
- Free wi-fi facility on campus
- Separate parking area
- Gymnasium Hall
- Library
- First Aid Room

Other Welfare Schemes:

- Loan facility for staff
- Provident Facility
- Provision of Gratuity
- Group Insurance Scheme
- Pension scheme and New Pension Scheme for employees in service of the college before and after 2006, respectively.
- Distribution of clothes for class IV employees
- Fee concession for the wards of employees

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AOAR(22-23)/6.3.1.pdf |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

13

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a comprehensive performance appraisal system

Appraisal System for Teaching Staff:

- **ACR:** All the details regarding academic achievements, professional growth, administrative assistance, working days, performance etc. are given by the teaching staff in the Annual Confidential Report which is reviewed by the Principal. This confidential report is forwarded to the President of the College Governing Body for the final remarks.
- **PBAS:** In addition to this, all the regular teachers are required to submit the duly filled Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) proforma. The cases fit for promotion are forwarded to the DGHE, Haryana for final approval.

Appraisal System for Non-Teaching Staff:

- **ACR:** The performance appraisal of the non-teaching staff is equally important for efficient running of an institution. Every member of non-teaching staff needs to submit the duly filled ACRs to the Office Superintendent who adds his own observations and forwards it to the Principal for the final remarks.
- **Feedback:** The feedback format designed by IQAC allows the students to rate the performance of non-teaching staff and

they may also give suggestions for improvement. The Principal also monitors their performance and gives them continuous feedback.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AOAR(22-23)/6.3.5.pdf |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a financial audit system of accounts as per the practices enforced by the affiliating university and the State Government. A Bursar from the college teaching faculty and Chartered Accountant is appointed for internal checks on accounts. The Auditor/Chartered Accountant is appointed by the affiliating university to audit the various funds of the college. In addition to this Director General Higher Education, Haryana carries out the audit of SC/BC Scholarship, pension and salary accounts. For external auditing, experts from the office of Accountant General, Haryana, visit the Institution periodically. Audits conducted by the college during the last five years:

Year

Internal Audit

External Audit

(Date of Audit Report)

2022-23

18-05-2023

Not yet conducted

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/6.4.1.pdf |
| Upload any additional information | No File Uploaded |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

16.24

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college continuously makes effort for mobilization of funds and its optimum utilization. Various committees evaluate the requirements of the departments and other forums and these are proposed. The concerned committees deliberate upon it and recommend utilization of funds for specific purposes.

Mobilization of Funds

- Special grants from UGC
- Grants from DGHE, Haryana for conducting seminars, workshops etc.
- NSS grant from the DGHE, Haryana
- Scholarships from State Government funds
- Income from fee and fine collected from the students enrolled in the courses
- Donation by philanthropists
- Contribution from teachers
- Contribution from alumni

- Financial assistance from management
- Reserve Fund/Corpus Fund

Utilization of Funds

The Principal, Bursar and various committees constituted by the Principal of the college monitor the use of the resources received from various sources. It is ensured that the needs of the stakeholders are taken care of. The grants received under special heads are spent for the purposes they are meant for. Accounts are maintained by the Head Accountant and the Principal is accountable for all financial transactions. At the end of every financial year, internal and external auditing of accounts is conducted to ensure that the funds are properly utilized.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/6.4.3.pdf |
| Upload any additional information | No File Uploaded |

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

As soon as the IQAC was established in the college in 05.09.2012, the process of quality enhancement and sustenance began in a more strategic manner. The IQAC is consistently working on magnifying the quality culture in all spheres of the college activities by channelized efforts towards promoting holistic academic excellence. It monitors the implementation of the vision and mission of the college. It prepares a prospective plan for development of the college and executes it in a strategic manner every year. .

Details of two practices institutionalized as result of IQAC initiatives:

1. **Mentoring:** The IQAC of the college has institutionalized mentoring as a practice where the mentors address the issues/problems raised by their mentees. Mentoring classes are held twice a month. Mentors give individual attention to their mentees and motivate them to participate in various extra-curricular activities which in turn help in grooming

their personality. The chief mentor monitors supervises the smooth conduct of the sessions.

1. **Modification in the mode of collection of feedback forms from all the stakeholders:** An important initiative taken by IQAC is the mode of collection of feedback from its stakeholders. The feedback forms are now collected in the online mode through google form.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AQAR(22-23)/6.5.1.pdf |
| Upload any additional information | No File Uploaded |

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 and recorded the incremental improvement in various activities

The IQAC reviews teaching learning process, structures and mode of curriculum delivery periodically. Meetings are conducted regularly in which decisions related to academic and administrative matters are taken.

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC are as follows:

1. **Lesson Plans:** All the faculty members prepare a detailed lesson plan with tentative dates. It helps the teacher to maintain a teaching pattern and complete syllabus well in time. The comprehensive lesson plans help the teacher to plan their daily lessons in advance and adopt the most suitable teaching techniques accordingly. These lesson plans are also reviewed periodically by a committee meant for this purpose. It ensures the effective implementation of the lesson plans and timely completion of the syllabus

2. **Increased use of ICT:** IQAC chalked out the transformation and encouraged the increased use of ICT by the faculty. To achieve this objective the infrastructural facilities have been enhanced. Gradually, the marker, duster and white-board teaching has been amalgamated with the use of projectors, PPTs, screening of movies and documentaries for effective curriculum delivery. There is also an e-resource access point for the staff as well as the students

in the library.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sjkc.ac.in/AOAR(22-23)/6.5.2.pdf |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://www.sjkc.ac.in/AOAR(22-23)/ANNUAL%20REPORT.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity

Efforts are made by the college to provide equal opportunities to the boys and girls. Both boys and girls participate in larger numbers in sports, cultural and co-curricular activities.

Gender Sensitization

Different cells of the college organize a number of activities on rights of women and their health

Specific facilities for women are as follows:

Safety and Security

- CCTV cameras
- Proctorial duties are assigned
- Discipline Committee is constituted
- Boundary walls have been raised
- ID cards of students are checked at the entrance gate.
- Bus facility with a female attendant.
- Zero tolerance against gender discrimination. Signages are displayed in the campus with contact numbers of teachers. Women helpline numbers have been displayed at different places in the campus.
- Students can also contact the members of Anti-Sexual Harassment Cell, if required.

Counseling

Counseling sessions are conducted from time to time under the aegis of Guidance and Counseling Cell, Women Cell and Anti-Sexual Harassment Cell. Mentors also counsel their mentees as and when required.

Common Room

There is a spacious Girls' Common Room equipped with Newspapers, Magazines, Indoor games, Water Cooler etc.

Other Facilities

Vending machine and incinerator for sanitary napkins has also been installed inside the Girls' Washroom.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | http://www.sjkc.ac.in/AQAR(22-23)/7.1.1%20(1).pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://www.sjkc.ac.in/AQAR(22-23)/7.1.1%20Specific%20facilities.pdf |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has a functional 'Environment Club.' This club creates awareness among the students and staff regarding preserving our environment and proper waste management on the campus. The college works for a clean, green and environment-friendly campus with proper waste segregation and planned disposal of waste (through authorized agencies). There is prohibition on the use of plastic in the campus.

The college administration has made comprehensive/exhaustive arrangements for waste management. Blue dustbins have been put at several places for disposal of non-degradable waste material and green dustbins for degradable waste material. There is a separate bio-pit for the biodegradable waste. The recyclable waste like old newspapers, used papers, iron scrap, etc. is disposed off responsibly. It sold out to the scrap dealers from where they are sent to formal recycling centre.

The sewerage water is collected in a tank which is then used for irrigation purposes in the campus itself.

Non-working electronic items are sold on a regular basis.

The college has installed a sanitary napkin vending machine with an incinerator to destroy the used napkins.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | No File Uploaded |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

| | |
|--|------------------------------|
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above |
|--|------------------------------|

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

| | |
|---|-------------------------------------|
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | A. Any 4 or all of the above |
|---|-------------------------------------|

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college provides an inclusive environment to students belonging from various backgrounds. It strictly follows the reservation policies laid out by the Government.

- The admission committee ensures parity and transparency during the admission process.
- The campus of the college provides an inclusive environment to the differently abled.
- Fee concessions are granted to students belonging to low socio economic background. The college also offers several financial assistance/scholarships
- NCC cadets of the college participate in National Integration Camps which provide them a common platform to interact with cadets from different parts of the country and from diverse religious and cultural backgrounds.
- Sports Department also encourages students to participate in the national level events where the students get the opportunity to interact with participants from all over India which helps them develop tolerance and harmony towards diversities.
- To promote linguistic harmony, the students of our college are encouraged to participate in poetry recitation in Hindi, English, Punjabi, Urdu, Haryanvi and Sanskrit Shalokachharan in various Inter-College/University level competitions. Talent Hunt event is organized by the college every year which promotes inclusive environment to students participating from diverse backgrounds.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college sensitizes students and employees of the institution in the following ways:

- Preamble of the Constitution is displayed at various places of the college
- The National Anthem is sung in the morning assembly and at the end of events .
- The Legal Literacy Cell of the college and Department of Political Science keep organizing extension lectures on constitutional obligations by eminent resource persons..
- The Voter Awareness Cell keeps motivating students to participate in the electoral process by enrolling or registering themselves in electoral rolls and by casting their votes.
- The students as well as the staff are expected to abide by the rules laid down in A handbook on Human values, Professional Ethics and Code of Conduct
- Students are motivated to participate in various events and awareness programmes

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | http://www.sjkc.ac.in/AQAR(22-23)/7.1.9.pdf |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website

A. All of the above

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates several national and international commemorative days, events and festivals with great enthusiasm. Various national and international days are also observed to create awareness and promote positive values that improve the society or local environment.

The following commemorative days are celebrated:

National Voters Day

25th January

World Consumers Day

15th March

Martyrdom Day

23rd March

World Health Day

7th April

Earth Day

22nd April

International Yoga Day

21st June

Independence Day

15th August

Teachers' Day

5th September

Hindi Diwas

14th September

International Day of Democracy

15th September

Ozone Day

16th September

World Mental Health Day

10th October

National Unity Day

31st October

National Constitution Day**26th November**

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - 1

- 1. Title of the Practice: 'Chhatra Utkarsh Yojna' for the meritorious and needy students**
- 2. Objectives of the Practice: To provide financial assistance**
- 3. The Context: In addition to the existing scholarship schemes, the college started 'Chhatra Utkarsh Yojna' in the year 2016**
- 4. The Practice: The scholarship is awarded to the students on need cum merit basis.**
- 5. Evidence of Success: Students were benefitted who could not afford to continue studies**
- 6. Problems Encountered and Resources Required: This scheme was started with limited resources. Philanthropists and members of the staff donated for the scheme.**

Best Practice - 2

- 1. Title of the Practice - Promoting Girls' Education**

2. Objective of this Practice: To promote gender equality.

3. The Context: Educating girls will improve their prospects of a better future

4. The Practice:

i. Visiting the villages to convince the parents to send their daughters to college

ii. Transport Facility: Bus service was started to promote the education of girls.

5. Evidence of Success: Enrolment of girl students is higher than boys

6. Problems Encountered and Resources Required: Parents were convinced to send girls to college. The transport facility encountered this problem.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://www.sjkc.ac.in/AQAR(22-23)/7.2.1.pdf |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution aims to empower the rural youth of villages in its vicinity. The institution engages the students in campaigns related to social awareness issues such as girl education, de-addiction, health and hygiene and campaigns against gender based violence, female foeticide etc. These activities are carried out by various cells of the college like N.S.S., N.C.C., Y..R.C. and University Outreach Programme in such a way that it becomes a part and parcel of the students' life and their mindscape.

Students also benefit from various capacity building and skills enhancement programmes which are organized from time to time. The programme such as yogshivirs, martial art training, career counseling programmes ensures a sound foundational knowledge. Add-

on courses are offered to students in the college campus which prepares them to take upvarious skill oriented jobs.The college provides ample opportunities for students interested in taking up sports as a career. They are provided with adequate infrastructural facilities and opportunity to get physical training and coaching as well. The college also runs the 'Earn While You Learn' scheme.Thus, the institution tries its best to inculcate in our youth the right kind of human and social values.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- 1.To promote research activities
2. To establish research library
- 3.Completion of auditorium
- 4.To sign more MoUs with institutions
5. To organinse Convocation Ceremony