



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	SAT JINDA KALYANA COLLEGE
Name of the head of the Institution	Dr. Naresh Kumar Dua
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01258222439
Mobile no.	8607022439
Registered Email	sjkc@rediffmail.com
Alternate Email	iqacsjkc@gmail.com
Address	ROHTAK-BHIWANI ROAD, KALANAUR (ROHTAK)-124113 HARYANA
City/Town	KALANAUR
State/UT	Haryana
Pincode	124113

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. R.K. Bhaskar			
Phone no/Alternate Phone no.		01258222439			
Mobile no.		9416495934			
Registered Email		sjkc@rediffmail.com			
Alternate Email		iqacsjkc@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.sjkc.ac.in">http://www.sjkc.ac.in</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.sjkc.ac.in">http://www.sjkc.ac.in</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.10	2003	21-Mar-2003	20-Mar-2008
2	B	2.48	2015	15-Nov-2015	14-Nov-2020
<b>6. Date of Establishment of IQAC</b>			05-Sep-2012		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Orientation Programme for		18-Jul-2019		127	

New Students	01	
Sports Training by International Player Sh. Gulshan Sharma	01-Aug-2019 91	18
Career Counseling Programme Under Gravit Scheme (Govt. of Haryana)	17-Sep-2019 05	90
Health Checkup Camp	10-Oct-2019 01	271
Career Development & Personality Grooming Event in collaboration with Amar Ujala and Gillette Guard Co.	11-Oct-2019 01	102
Celebration of National Science Day	28-Feb-2020 01	95
FDP on 'Diversify Learning through Online Teaching Tools'	02-Mar-2020 01	23
Celebration of International Women's Day	06-Mar-2020 01	23
Athletic Meet	22-Feb-2020 01	57
International Yoga Day	21-Jun-2020 01	71
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
No Files Uploaded !!!				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
1. ISO Certification of the College 2. Signing of MOUs with different institutes/ organisations 3. Celebration of important days of the year like Hindi Diwas, Ozone Day, National Science Day, International Women Day, Earth Day, Environment Day and International Yoga Day etc. 4. Organisation of career counselling, personality grooming , environment awareness, physical training and sports training programmes. 5. Analysis of Student Satisfaction Survey and Feedback (from all stakeholders)

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<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>
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Plan of Action	Achivements/Outcomes
Feedback on Curricular aspect	Collected & Analysed.
To get the college ISO Certified	Done
Updation of Library Resources	Accomplished the Purchase and Barcoding of Library Books, Subscribed eresources under NList programme
Signing of MOUs	Done
To construct parking place/shed	One parking place has been constructed
Rain Water Harvesting	Done
Installation of Solar Panel and Solar Lights	Installed
To Construct new main gate/entrance of the college	Under Construction
To construct/renovate pedestrian paths in the college campus	Done
To increase the number of Smart Class Rooms	One Smart Class room has been established during the year
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
S.J.K.COLLEGE GOVERNING BODY	19-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	26-Feb-2020
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The college is consistently working towards overall development of the students. The College follows a well planned and documented process to implement effective curriculum delivery. Academic calendar of the university is followed and the time-table is prepared as per the workload submitted by the heads of different departments and according to the norms of the university/DGHE Haryana. Lesson plans for each semester are prepared well in advance and uploaded on the college website and displayed on the notice board. The Lesson plans are periodically reviewed by the committee constituted for the purpose and timely completion of the syllabus is ensured. The process of curriculum delivery is complemented by organization of group discussions, presentations, quizzes, screening of course related movies/documentaries, field surveys, educational tours etc. At the end of the session, feedback is obtained from the students to find out whether the stated objectives of the curriculum are achieved in course of implementation. Feedback once taken is analysed by the IQAC of the college. After thorough discussion and deliberation, necessary steps are taken to improve the curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Beauty and Wellness	NA	09/09/2019	45	Entrepreneurship	Yes
Tally-ERP9	NA	20/01/2020	45	Employability	Yes

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Geography, Psychology, Economics, Mathematics, Sanskrit (Elective), History, Political Science	15/07/2019
BCom	Fundamental of Insurance, Secretarial Practices, International Trade, International Marketing	15/07/2019
BSc	Chemistry, Computer Science, Hindi, Sanskrit	15/07/2019

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

	Certificate	Diploma Course
Number of Students	49	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Learning of MS Office	20/08/2019	35
Enhancement of Culinary Skills	20/10/2019	27
Beauty and Wellness	10/12/2019	50
Physical Training	10/12/2019	22
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Survey Geography and Project File (Environmental Studies)	312
PGDCA	Project	2
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

#### Feedback Obtained

Under the supervision of IQAC of the college, feedback is collected from all the stakeholders i.e., Students, Teachers, Alumni, Employers and Parents. Different feedback forms have been developed for different stakeholders. The feedback is collected on various parameters related to the institutional performance. The collected feedback is analysed by tabulating/representing (diagrammatically) the obtained responses and making observations. The outcomes thereof are deliberated upon for the improvement of academic, administrative and infrastructural facilities. The course of action is planned to implement the received suggestions for the overall development of the college. During the session 2019-2020, feedback (from various stake holders like students, teachers, employers, and alumni) on curricular aspect, in addition to the other aspects, was also collected and analysed. Further, the overall institutional performance was also evaluated by conducting Student Satisfaction Survey.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Pass Course	160	282	160
BCom	Pass Course	80	61	34
BSc	Non Medical	80	34	18
BCA	Computer Application	60	14	6
PGDCA	Computer Application	60	6	2

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	547	2	26	Nil	2

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
28	28	18	11	2	10

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

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

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

Students mentoring system is available in the institution As per the directions of DGHE, Haryana, mentoring system has been adopted in the college. It is operated in the institution as per following process: 1. In the beginning of each academic session, a faculty member is assigned to every students as a mentor. Mentors are allotted mentees as per the strength. 2. Mentoring classes are held on every 2nd and 4th Friday of the month. In these mentoring classes, mentors play multiple roles and make an effort to get closely acquainted with their mentees. 3. Mentees are guided, motivated and counseled. Issues/queries raised by them are addressed. Mentees share their problems and issues related to college and personal matters. Mentors also counsel them as and when required. They try to find solutions and also inform the authorities if need be. Mentees are also informed and motivated to participate in various extra-curricular and co-curricular activities of the college. 4. All the mentors submit the report of each mentoring class to the Chief Mentor. 5. The Chief Mentor analyses the reports and submit it to the Principal for corrective actions. The whole process leads to a better connection between mentees and mentors and helps build friendly and cordial relation between them. The mentor acts as de-facto guardian for the student in providing mentorship in both academic as well as individual based needs of the student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
549	28	1 : 20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	23	2	1	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Satish Narwal	Assistant Professor	Best Programme Officer (NSS)
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
PGDCA	15104	1st Semester	28/12/2019	31/01/2020
BSc	510	1st Semester	16/12/2019	25/01/2020
BCA	506	1st Semester	21/11/2019	09/01/2020
BCom	507	1st Semester	12/12/2019	23/01/2020
BA	511	1st Semester	14/12/2019	25/01/2020
BA	511	2nd Semester	Nill	16/12/2020
BCom	507	2nd Semester	Nill	23/12/2020
BCA	506	2nd Semester	Nill	15/12/2020



BSc	510	2nd Semester	Nil	16/12/2020
PGDCA	15104	2nd Semester	30/09/2020	05/11/2020
<a href="#">View File</a>				

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

System of Continuous Internal Evaluation has been adopted in all the courses of the College. Class-tests, presentations, group discussions are conducted on a regular basis to assess the performance of the students. Apart from this, centralized sessional examinations are conducted for which the date-sheet is prepared well in advance and displayed on the notice board as well as on the College website for the reference of the students. The Examination Cell of the college conducts the sessional examinations in a meticulous manner. The evaluated answer sheets are shown to the students in the respective classes. The students go through them and get to know about their performance. Mistake or complaint regarding assessment is clarified at the earliest. The mechanism of internal assessment is transparent and robust in terms of frequency and mode. The internal assessment is awarded to the students as per the university norms, i.e. on the basis of attendance, tests and assignments.

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

The institution adheres to the academic calendar of the affiliating University. The Institution prepares its own academic calendar in tune with the academic calendar of the University and adjusts the schedule of test/assignment/presentation and accordingly conducts and evaluates Environment Science and Computer Science examination on its own. The teachers prepare their lesson plans well in advance keeping in mind the schedule of tests and assignments. The academic calendar as well as the Lesson plans are displayed on notice board and website for reference of the students. Group discussions and presentations are also organized on a regular basis to evaluate their understanding of the subject. Apart from this, centralized sessional examinations are conducted for which the date sheet is prepared well in advance and displayed on the notice board as well as on the College website for the reference of the students. The examination cell of the college executes the sessional examinations in a meticulous manner. Mentors in their respective mentoring classes monitor the progress of their mentees and the same is communicated to their parents telephonically and during Parent-Teachers Meet.

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

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

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
511	BA	Pass Course	109	65	59.63
507	BCom	Pass Course	30	22	73.33
506	BCA	Computer	6	1	16.67

		Application			
15104	PGDCA	Computer Application	2	2	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<http://www.sjkc.ac.in/images/Report%20SSS.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	0	0
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	0

National	English	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
Library Science	1
Hindi	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Geological Non-Uniform Strike-Slip Fault Model to Study Crustal Deformation in Monoclinic Elastic Medium with Width-Depth Ratio (WDR) of the fault	Dinesh Kumar Madan, Poonam Arya, N. R. Garg	International Journal of Ecological Economics and Statistics	2019	0	S.J.K.College, Kalanaur	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	30	2	Nil
Presented papers	5	13	Nil	Nil

Resource persons	1	2	Nil	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Seven Day Special Camp at Kalanaur	NSS Unit-II	1	50
Lecture on Environmental Protection	N.C.C.	1	40
Online Collage Making Competition	Y.R.C.	1	35
Health Check up Camp	University Outreach Programme, Y.R.C. and C.H.C. Kalanaur	3	271
Awareness Rally during Plastic Free Campaign at adopted village Anwal	University Outreach Programme	3	45
Seven Day Special Camp at adpoted village Anwal	NSS Unit-I	1	50
Cleanliness Camp (One Day Camp)	NSS Unit-I	1	60
Pledge on Water Conservation	NSS Unit-I	1	60
Rashtriya Ekta Divas Programme	N.C.C.	1	39
Tree Plantation (One Day Camp)	NSS Unit-II	1	90
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Tree Plantation	Letter of Appreciation	Gram Panchyat Village Anwal	96
General Health Checkup Camp	Letter of Appreciation	C.H.C, Kalanaur	271
Seven Day Special Camp	Letter of Appreciation	Gram Panchyat Village Anwal	50
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness	Y.R.C and R.R.C.	Screening of Teach AIDS Short film	1	55
AIDS Awareness	Y.R.C and R.R.C.	Poster Making Competition	1	15
COVID-19 Awareness	Y.R.C.	Distributed mask and sanitiser in slum area	1	5
Swachhta Pakhwara	N.C.C.	Awareness Rally	1	2
<a href="#">View File</a>				

**3.5 – Collaborations**

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Certificate, Diploma Courses	Developing Skills related to IT Sector	C.J.Technology, The Digital Institute of IT Management, Main Bazar, Kalanaur Phone: 9467502887	Nil	Nil	0
Sports Training	Training for Sports	Five-S Academy, 66A/4, Shivaji Colony, Rohtak Phone : 9466448129	01/01/2020	21/03/2020	18
Sports Training	Training for Sports	Five-S Academy, 66A/4, Shivaji	01/08/2019	30/10/2019	18

		Colony, Rohtak Phone : 9466448129			
Training	Physical Training	Milkha Physical Academy, Village Jindran, Tehsil, Kalanaur Phone : 9728812288	01/01/2020	21/03/2020	30
Training	Physical Training	Milkha Physical Academy, Village Jindran, Tehsil, Kalanaur Phone : 9728812288	01/08/2019	30/10/2019	30
Training	Solar Panel Installation Training	M/S Mavan Solar Pvt. Ltd., 2320/10, Ram Gopal Colony, Delhi Road, Opp. TVS Showroom, Rohtak Phone : 01262-279866	16/12/2019	30/12/2019	4
Certificate, Diploma Courses	Developing Soft Skills	C.J.Techno logy, The Digital Institute of IT Management, Main Bazar, Kalanaur Phone: 9467502887	Nil	Nil	0
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
M/S Mavan Solar Pvt. Ltd., 2320/10, Ram Gopal Colony, Delhi Road, Opp. TVS Showroom,	04/07/2019	Solar Panel/Installation Training	4

Rohtak Phone : 01262-279866			
Milkha Physical Academy, Village Jindran, Tehsil, Kalanaur Phone : 9728812288	01/07/2019	Physical Training	31
Five-S Academy, 66A/4, Shivaji Colony, Rohtak Phone : 9466448129	05/07/2019	Training for Sports	19
C.J.Technology, The Digital Institute of IT Management, Main Bazar, Kalanaur Phone: 9467502887	01/03/2020	Developing Skills related to IT Sector and Developing Soft Skills	Nil
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
45	43.72

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Classrooms with LCD facilities	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
TechLib 7	Fully	Seven	2015

4.2.2 – Library Services

Library	Existing	Newly Added	Total





Existing	44	2	2	2	0	7	37	4	0
Added	3	0	2	4	0	0	3	60	0
Total	47	2	4	6	0	7	40	64	0

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

64 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Smart Class Room equipped with Camera, Micro Phone and Speakers	<a href="https://www.youtube.com/watch?v=WL5OwaqrjC4">https://www.youtube.com/watch?v=WL5OwaqrjC4</a>
Online tool	<a href="https://drive.google.com/file/d/11CUIF39kyfIJZClEkxbXuwqWqLci0sdb/view">https://drive.google.com/file/d/11CUIF39kyfIJZClEkxbXuwqWqLci0sdb/view</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2	184531	10.5	1066123

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution takes great care in maintaining and utilizing all of the above facilities. These facilities are upgraded and augmented from time to time. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies as per the need. The other academic facilities are maintained at college level by various committees. The stock verification is done from time to time. Laboratories : The college has 06 laboratories catering to the needs of various departments. Lab equipment are inspected by the teacher incharge and lab attendant before the commencement of lab practicals. Stock registers and user registers are also maintained in the respective labs. Library: The college has a large collection of textbooks, reference books, journals, magazines etc under various classifications. The computers in the library have ILMS software installed in them. The library provides facilities such as OPAC and e-resources under N List. The library staff maintains the library. and keeps it well sorted and the support staff of the college keeps it clean.. There is a Library Advisory and Book Bank Committee 'which includes librarian and teachers. This committee recommends the purchase of various books, journals and magazines according to the requirement of the teachers and students. The same committee recommends to issue books under book bank facility to meritorious students as well as to financially weak students. Classrooms and Smart Class Rooms: The college emphasizes on quality of class rooms including all the basic facilities like fan, lighting, white board, furniture etc. All facilities are well maintained. The electrical maintenance is done on a regular basis and cleaning of the rooms is taken care of by the supportive staff. The upkeep of smart classrooms are also taken care of by the supportive staff of the college and technical equipment are maintained by AMC given to external

agencies. Sports Amenities and Gymnasium: All sports amenities including the equipment of the gymnasium are under the Department of Physical Education. A sports room houses sports utilities. The maintenance and cleaning is done regularly by the support staff of the college. These facilities are utilized by the students and a register is maintained to keep a record of sport items and equipment issued to students.. First Aid / Dispensary: There is a designated room where first-aid facilities are available for students. The First Aid / Dispensary Committee of the college checks that the items are in good working order and are within the expiry date. The items are purchased as per the need. Computers: The Department of Computer Science and Applications oversees the maintenance of computers and related devices. The lab attendant helps in the upkeep of equipment. For maintenance and regular updation, AMC is given to external agency. Building Committee and Beautification of Campus Committee: The Committee takes care of the construction and renovation of the infrastructural facilities. Bus Management Committee: The Bus Management Committee takes care of the maintenance and repair of the bus.

[http://www.sjkc.ac.in/images/Procedure\\_policies.pdf](http://www.sjkc.ac.in/images/Procedure_policies.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Chhatra Utkarsh Yojna, Poor Boys Fund/Student Aid Fund, Sh. L.D.Lall Memorial Scholarship, Smt. Shashi Saluja Memorial Scholarship, Sh. M.L.Juneja Memorial Scholarship. Gasha Scholarship	35	51061
Financial Support from Other Sources			
a) National	Post Matric Scholarship for SC/BC, National Scholarship. S.R.Jindal Foundation Scholarship	188	1359729
b) International	NA	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Physical Training	01/08/2019	30	Milkha Physical Academy
Career	27/01/2020	250	CJ Technologies,

Counselling on Sarkari Naukari Kase Prapat Kare			The Digital Institute of IT and Management Kalanaur
Training for Sports	01/08/2019	18	FIVE-S Sports Academy- Run by : International Player Sh. Gulshan Sharama Mob. 9466448129
Lecture on Communication Skills	23/10/2019	41	NCC
Lecture on Ethics Values, Team Work, Civic Sense	14/10/2019	42	NCC
Extension Lecture on Nutritious Diet and Plastic Free Environment	11/09/2019	49	NSS
Lecture on Character Building, Coping with Stress and Emotions	10/09/2019	28	NCC
Lecture on Character Building	27/08/2019	29	NCC
Counselling Week	17/11/2019	25	Guidance and Counselling Cell
Enhancement of Culinary Skills	20/10/2019	27	Extra Curricular Committee
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Five Day Career Counselling and Training under GRAVIT Scheme	90	90	Nil	Nil
2019	Career Counselling and Personality Grooming Events	102	102	2	2
2020	Extension Lecturer on	83	83	Nil	Nil

	<b>Career Counseling</b>				
2020	<b>Mega Job Fair</b>	<b>Nil</b>	<b>25</b>	<b>Nil</b>	<b>2</b>
2020	<b>Career Counselling on Sarkari Naukari Kaise Prapat Karein</b>	<b>250</b>	<b>250</b>	<b>Nil</b>	<b>Nil</b>
<a href="#">View File</a>					

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

<b>Total grievances received</b>	<b>Number of grievances redressed</b>	<b>Avg. number of days for grievance redressal</b>
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>Amar Ujala Gillette Guard Co.</b>	<b>102</b>	<b>2</b>	<b>Pt. N.R.S. Govt. College, Rohtak (Training-cum placement Fair)</b>	<b>25</b>	<b>2</b>
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	6	B.Com.	Commerce	DDE, M.D. University, Rohtak	M.Com
2020	3	B.Com.	Commerce	Sh. L.N.Hindu College, Rohtak	M.Com.
2020	1	B.Com.	Commerce	Govt. College for Women, Rohtak	M.Com.
2020	9	B.A.III	Arts	M.D. University,	M.A.

				Rohtak	
2020	11	B.A.III	Arts	DDE, M.D. University, Rohtak	M.A.
2020	4	B.A.III	Arts	Sh. L.N.Hindu College, Rohtak	M.Sc.
2020	2	B.A.III	Arts	Vaish College, Rohtak	B.Ed.
2020	1	B.Com.	Commerce	A.I.J.H.M. College, Rohtak	M.Com.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
Any Other	7
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Orientation Programme and Hawan Ceremony	Institutional Level	127
Celebration of Teej	Institutional Level	79
Mahendi Competition	Institutional Level	13
Diwali Mela	Institutional Level	82
Foundation Day Celebration	Institutional Level	129
Slogan Writing Competition on Environment Day	Institutional Level	27
National Level Essay Writing Competition	National Level	144
National Level Online G.K.Quiz	National Level	1488
Online State Level Inter College Yoga Competition	State Level	71
Inter College Level Online Poster Making Competition	Inter College Level	50
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international

level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	2nd position	National	1	Nil	B.A.I/349	Yashvir
2019	Selection upto Pre-RD-4	National	Nil	1	B.A.III/406	Nirmal
2019	Medalist (Guard of Honour)	National	Nil	1	B.A.II/165	Kajal
2020	Ist Prize	National	1	Nil	BCA.III/406	Jyoti
2020	2nd Prize	National	1	Nil	B.A.III/306	Sagar
2020	2nd Position	National	1	Nil	B.A.I/226	Deepak Verma
2020	Gold Medal	National	1	Nil	B.A.II/174	Sheetal
2020	Silver Medal	National	1	Nil	B.A.II/174	Sheetal
2020	Bronze Medal	National	1	Nil	BCA.III/406	Jyoti
2020	2nd position	National	1	Nil	B.A.I/349	Yashvir

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

The College strives to empower the rural youth by involving them in various decision making bodies. As the students are the main stakeholders of any institution, the ability to see the situation from their perspective makes the functioning and governance more transparent. Students' representation in various bodies: Students Council: The student representatives of the college are actively involved in the planning and development of various sports, cultural and other academic activities of the college. IQAC : For ensuring continuous improvement in the entire working of the institution and to give students a legitimate voice, two students are nominated for a period of two years. NCC : The N.C.C. unit of the college also provides an opportunity to the cadets to play leadership roles by actively organizing various events. Cadets are appointed as U.O. (Under Officer), SGT (Sergeant), Q.M.SGT (Quarter Master Sergeant), CPL (Corporal), L/CPL (Lance Corporal) to perform various duties. NSS: The NSS units (Boys and Girls) have student representatives in the NSS Advisory Committee and play an important role in decision making process. They also assume leadership roles in various activities organised during the camps. Various cells/bodies like University Outreach Programme, Youth Red Cross, Anti Sexual Harassment Cell and Anti-Ragging Committee also have student representation as per the established norms. Student editors are appointed for various sections of college magazine 'Vidyankur'. The student editors play an active role in selection and editing work of their respective sections. Apart

from this, the students of the college are actively involved in organizing various events/workshops/seminars etc.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni are the real asset of an Institution. They not only bring laurels to the institution but also play a vital role in the future growth of the institution. We have the privilege to put on record that most of the alumni of our college are well settled in their professional and personal lives and have achieved great heights in various fields. The alumni of the college stay in touch with the college and play an active role in mentoring and guiding the students in their area of expertise. Alumni meets are also organized in the college premises which provide them a common platform where they can interact with their teachers and with each other. S.J.K. Alumni Association is an organization whose purpose is to promote the welfare of the College by cultivating a mutually beneficial relationship between Sat Jinda Kalyana College and its growing worldwide community of alumni. The alumni stay linked with the college and among themselves through facebook, whatsapp and other social media platforms. The college alumni association endeavors to create and strengthen life long bonds between the college and its alumni. • It provides and supports alumni programs and services, facilitates communication with alumni, and seeks to strengthen alumni bonds of fellowship, professional association and college affiliation. • It fosters an alumni network and encourages alumni engagement in the life of the college. • It coordinates activities for advancing the College's academic, administrative, athletic and other programs. • It encourages alumni to stay connected and serve as advocates for the college.

5.4.2 – No. of enrolled Alumni:

349

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

5100

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meeting held on 20.01.2020 and E-Alumni Meet organised on 24th May, 2020.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

1. Academic/operational decisions are delegated by the College Governing Body to the Principal as per norms. The Principal, in turn, delegates the same to the Academic Council, Head of the Departments, incharges and conveners of committees constituted for the smooth functioning of the institution. The institution organizes various activities, all of which reflect decentralization and participative management. For instance, last year, the IQAC of the college organized a NAAC sponsored National Seminar on "Recent Trends in Higher Education" on 02.02.2019, and it is a conspicuous example of how decentralization and participative management has been adopted as an organizational structure. Decentralization is the philosophy of the management of the college and in this case also, decentralization was observed. All the activities of national and international level are organized under the



patronage of the President, Governing Body of the college. For the organization of this national seminar, separate committees were constituted by the Principal to take care of the respective functions like Organizing Committee, Welcome Committee, Registration and Certificate Committee, Purchase Committee, Printing Committee, Stage Management Committee, Hospitality Committee, Seating and Mic Arrangement Committee, Decoration Committee, Photography Committee, Discipline Committee, Press/Media Committee. These committees managed the respective areas and all the members of the staff participated in organizing this event. 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. The work was distributed in various committees, and each committee had the liberty to take its decision. 2. The representatives of teaching and non-teaching staff are elected as members of the Governing Body to represent and speak on behalf of the staff. Various meetings were conducted last year in which all the significant decisions concerning the development of college were taken. The agenda of these meetings were notified well in advance. Staff meetings were held where suggestions were invited from all the members.

These were presented in front of the governing body for deliberation. Thus, participative management was ensured at all the levels by involving the staff members in the decision making process.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The affiliating university i.e. M.D.U, Rohtak, develops the curriculum and college adheres to it.
Teaching and Learning	? Preparation of student oriented time-table. ? Preparation and follow up of Lesson Plans as per the academic calendar. ? Promoting the use of ICT tools in teaching learning process. ? Organisation of conference/seminars/workshops/quiz contests/extension lectures/educational tours.
Examination and Evaluation	? The college conducts the semester examination as per university schedule. Evaluation process is followed as per the university guidelines.
Research and Development	? Seminars/Conferences/Workshops are organized in the College. ? Duty Leaves are granted to the faculty for participation in Seminars/Conferences/Workshops. ? No Objection Certificate is granted to the faculty members who are interested in pursuing research. ? Subscription of Research Journals to facilitate research work.
Library, ICT and Physical Infrastructure / Instrumentation	? Well stocked and computerized library with internet facility ?



	<p>Addition of new books on regular basis.          ? Purchase of new computers and time to time software updation. ? Facility of photocopier for students and staff. ? Automation of Library and subscription of N List ? Smart Class Rooms</p>
Human Resource Management	<p>? Recruitment of staff under Self-Finance Scheme on merit basis. ? Quick follow-up of appointment process of staff under grant-in-aid structure. ? Faculty members are encouraged and allowed to attend Orientation/Refresher Programmes for induction and updation of knowledge. ? Constitution of various committees and cells for the smooth functioning of the College. ? Staff meetings are held on regular basis for planning and execution of various strategies.</p>
Industry Interaction / Collaboration	<p>? Organization of Industry Interaction Programmes by Placement Cell from time to time.</p>
Admission of Students	<p>Admission of students is done as per M.D.U. norms and DGHE guidelines</p>

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

E-governance area	Details
Planning and Development	<p>To use ICT in the process of planning college events, activities. The college uses personal email for the circulation of Notices, Reports and other circulars. sjkc@rediffmail.com</p>
Administration	<p>The college has biometric attendance for teaching and non-teaching staff. The college is equipped with CCTV Cameras installed at various places. The surveillance has been done by Principal and the software is available for the same. To achieve the goal of online learning, the staff uses Google Forms for online feedback, Google Docs for preparing notices and activities reports, Google Sheet for data collection for various departments and Google Drive for storing the college documents. Whatsapp groups are used for providing brief notices of any events to be happened in the college .</p>
Student Admission and Support	<p>Students admission for the year 2019-2020 is implemented online. The link for the admission is : <a href="https://dhe.admissions.nic.in/UG/DHE/frmlogin.aspx">https://dhe.admissions.nic.in/UG/DHE/frmlogin.aspx</a> Scholarship for the students are directly transferred into the bank account of the students. Further</p>

teachers are directly in contact with the students via whatsapp groups

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NA	NA	NA	Nil
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Diversify Learning through Online Teaching Tools	Diversify Learning through Online Teaching Tools	02/03/2020	02/03/2020	21	2
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Advance Methology and Data Analysis	1	14/05/2020	20/05/2020	7
Short Term Training Programme	1	11/05/2020	15/05/2020	7
STC on Personality Development and Value Education	1	13/02/2020	19/02/2020	7
E-Content and Website Development	4	21/05/2020	27/05/2020	7
One Week Online Workshop	1	21/05/2020	27/05/2020	7

FDP on ICT Tools and Application in Teaching Learning Process	1	27/05/2020	02/06/2020	7
FDP Learning Management System Moodle	1	08/06/2020	13/06/2020	7
Advance Leadership Camp	1	22/09/2020	01/10/2020	10
One week online Training Programme	1	30/03/2020	04/04/2020	6
Online meeting and E-Workshop	1	06/04/2020	15/04/2020	10
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	5	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>Loans from miscellaneous funds ? Provident Fund Facility. ? Provision of Gratuity ? Pension scheme and New Pension Scheme for employees in service of the college before and after 2006, respectively. ? Maternity leave for a period of six months and Abortion leave for a period of 45 days</li> </ul>	<ul style="list-style-type: none"> <li>Loans from miscellaneous funds ? Provident Fund Facility. ? Provision of Gratuity ? Pension scheme and New Pension Scheme for employees in service of the college before and after 2006, respectively. ? Maternity leave for a period of six months and Abortion leave for a period of 45 days</li> </ul>	<ul style="list-style-type: none"> <li>Fee concession, ChhatraUtkarshYojna, Scholarship and financial assistance and book bank facility to meritorious and needy students.</li> </ul>

**6.4 – Financial Management and Resource Mobilization**

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

The college has a financial audit system of accounts as per the practices enforced by the affiliating university and the State Govt. 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, Chandigarh visit the Institution periodically.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
S.J.K.Education Society, Kalanaur, Sh. M.L. Juneja, Sh. Gaurav Juneja, Sh. Gurvinder Singh, Dr. Shalini Sharma, Ms. Payal Gulati	2860384	Donation/ Management Contribution
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6.4.3 – Total corpus fund generated

26957.00
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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO Certification - Magnitude Management Services Pvt. Ltd., New Delhi	Yes	Principal/HODs/Concerned Committees
Administrative	Yes	ISO Certification - Magnitude Management Services Pvt. Ltd., New Delhi	Yes	Principal/Concerned Committee

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

Parent -Teacher Meet is an association for addressing the core issues/areas of holistic education of the students in the college. However, PTM is conducted annually but parents/guardians of the students may visit the college on any working day and meet the staff, Principal and faculty members. The Primary objective of the PTM is to provide a platform for parents/guardians and teachers to meet, exchange, deeply analyse different issues, make recommendations and effectively pursue the implementations of decisions on matters affecting education/learning. To foster mutual understanding, harmonious relationship and cooperation among teachers, parents and guardians in the fulfilment of their common aim i.e. Academic and Vocational development of the students. On the basis of feedback/suggestions received from the parents/guardians college authorities make changes in the welfare scheme of the students. Their feedback is a good source of improvement for the progressive and futuristic goals.

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

- An awareness program on Health and Hygiene.
- Training on cashless transaction
- Training on the use of computer and internet/social media.
- Training regarding the use of EVM and VVPAT.

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

? Introduction of B.Sc. (Non-Medical) ? Library has been fully automated where as the administrative block has already been completely computerized ? The institution has established smart class rooms with facilities like podium, projectors, visualizers, smart boards, interactive panels etc. to improve the teaching-learning process. ? College campus has been made fully wi-fi ? Installation of Rain Water harvesting unit ? Installation of Solar panel and Solar lights ISO 9001-2015 Certification MOUs with different organizations Applied for PG Courses Applied for the increase in intake of BA Course Applied to start new subject Physical Education at UG level Adoption of Village Anwal under University Outreach Programme.

#### 6.5.5 – Internal Quality Assurance System Details

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

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Sports Training by International Player Sh. Gulshan Sharma	01/08/2019	01/08/2019	30/10/2019	18
2020	Celebration of National Science Day	28/02/2020	28/02/2020	28/02/2020	95
2020	FDP on Diversify Learning through Online Teaching Tools	02/03/2020	02/03/2020	02/03/2020	23
2020	Celebration of International Women Day	06/03/2020	06/03/2020	06/03/2020	23
2019	Orientation Programme for New Students	18/07/2019	18/07/2019	18/07/2019	127
2019	Career Counselling Programme under Gravit Scheme (Govt. of	17/09/2019	17/09/2019	21/09/2019	90

	Haryana)				
2019	Solar Panel Installation Training by Mavan Solar Pvt. Ltd.	16/12/2019	16/12/2019	30/12/2020	4
2020	Athletic Meet	22/02/2020	22/02/2020	22/02/2020	57
2020	Extension Lecture on Sarkari Naukari Kaise Prapt Kare in collaboration with C.J. Technologies, The Digital Institute of IT and Management, Kalanaur	27/01/2020	27/01/2020	27/01/2020	250
2019	Health Checkup Camp	10/10/2019	10/10/2019	10/10/2019	271
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Slogan Writing, Declamation and Poetic Recitation Competition	06/03/2020	06/03/2020	23	Nil
Seven Day NSS Camp on the theme Beti Bachao Beti Padhao by NSS Unit-I and NSS Unit-II	19/12/2019	25/12/2019	50	50

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

Percentage of power requirement of the University met by the renewable energy sources
27.88 percent of power requirement is met by Solar Panel/Solar Lights installed in the college campus. Tree Plantation, Rain Water Harvesting, Smoking Free Campus, Bio-Pit, Plastic Free Campus and Organising various activities for

**Environmental Consciousness.**

**7.1.3 – Differently abled (Divyangjan) friendliness**

Item facilities	Yes/No	Number of beneficiaries
<b>Ramp/Rails</b>	<b>Yes</b>	<b>2</b>
<b>Scribes for examination</b>	<b>Yes</b>	<b>2</b>

**7.1.4 – Inclusion and Situatedness**

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	10/10/2019	1	Health Check-up Camp by YRC	To generate health awareness among students and people from neighbouring villages	271
2019	1	1	20/12/2019	1	Awareness Rallies by NSS Unit-1	Awanress rally regading Sawach Bharat Sawach Haryana, Beti Padao-Beti Bachaao, Dahej Pratha Abhishap Hay	50
2019	1	1	22/12/2019	1	Awarness reagding Cashless Digital India	Awarness regarding Cashless	50
2019	1	1	24/12/2019	1	Awareness Rallies by NSS Unit-2	Cleanilness campagin and Save Girl Chile	50
2019	1	1	01/10/2	1	Plastic	To	45

			019		free Awareness Rally	generate awareness about the harmful effect of the use of plastic	
2019	1	1	10/08/2019	1	Tree Plantation by University Outreach Programme	To generate awareness about environment	96
2019	1	1	23/10/2019	1	Organization of Diwali Mela	Diwali Mela is attended by people from Kalanaur and the neighbouring villages. Students of our college who participate in the Diwali Mela set-up stalls interact with them and they also get a platform to showcase their talents and also hone their ent	81
2019	2	2	05/03/2019	2	Visit of school students to college campus	Drop outs after school is a major concern in the rural areas. School students	1



						who visit the college campus from neighbouring villages especially the girl students are motivated to pursue higher education.	
2020	1	1	03/04/2020	1	Distribution of masks and sanitizers	To generate health awareness regarding covid protocol in slum area of Kalanaur	5
2019	1	1	19/12/2019	1	Door to door campaign by NSS Unit 1	Door to Door campaign regarding cleanliness	50
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Code of Conduct	01/07/2019	The institute promotes the universal values and ethics. Various activities are conducted to instill these values. The institute has also published a Human Values and Professional Ethics Code of Conduct (handbook) for various stakeholders. All the stakeholders are expected to follow the code of conduct. A Monitoring Committee has also been constituted to follow up and make sure that the human values are upheld and Professional Ethics Code of conduct is

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tree Plantation by NSS Unit II	10/08/2019	10/08/2019	90
Anti-Terrorism Day	21/06/2020	21/06/2020	36
Shramdaan Abhiyaan	19/02/2020	28/02/2020	50
Human Chain, oath taking ceremony programme under leadership of NCC unit on occasion of Rashtriya Ekta Divas	31/10/2019	31/10/2019	39
Participation in International Yoga Day	21/06/2020	21/06/2020	35
ANOs Lecture on Character Building	27/08/2019	27/08/2019	29
ANOs Lecture on Unity in Diversity	03/09/2019	03/09/2019	25
ANOs Lecture on Ethics Values, Team Work, Civic Sense	14/10/2019	14/10/2019	42
ANOs Lecture on National Integration and Challenges before National Integration	17/09/2019	17/09/2019	41
Honesty a way of life Talk programme against corruption	22/10/2019	22/10/2019	41
<a href="#">View File</a>			

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

1. S.J.K. College is consistently working to find new ways to protect environment and to create a clean and green environment in the campus. Tree plantation and cleanliness drives have been observed frequently to make the campus clean and green and to aware the students about the same. The college has well maintained lawns and a large number of trees and plants. 2. Maintaining separate parking area and strictly prohibiting smoking are the steps towards keeping the campus pollution free. 3. Solar Panel/Solar Lights have been installed in the college campus. About 27.88 power requirement is met by Solar Panel and Solar lights. This is a tremendous step of the college towards the production of green energy. 4. The college has adopted rain water harvesting technique. 5. The college has a bio-pit in which degradable waste is converted into compost. 6. Various activities under different cells are organized to educate students about environmental protection and sustainable development . The college also has an active Environmental club for organizing

activities of environmental consciousness. Various days of universal values like Environment day, Ozone Day, Earth Day and Swachhta Divas have been celebrated during the year. Awareness rallies for cracker free Diwali and no use of plastic are organized with playcards with slogans by the volunteers of NSS, NCC and University Outreach committee. 7. Waste management i.e. segregation of dry and wet waste has been put in practice.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Institutional Best Practices**

- 1. Chhatra Utkarsh Yojna and other Scholarship Schemes** The underlying idea of Scholarship schemes is to provide financial assistance to the poor and meritorious students of the college to enable them to continue their studies further. To support the economically weaker students financially, the government has many scholarship schemes. In addition to the existing scholarship schemes, the college started 'Chhatra Utkarsh Yojna' in the year 2016.
- 2. Promoting Girls' Education** The college believes that educating girls will improve their prospects of a better future and following initiatives have been taken to achieve the objectives. The college has taken following initiatives and made it a practice:
  1. Visiting the villages to convince the parents to send their daughters for higher education
  2. Transport Facility for the students
  3. Blood Donation Camp: The College organises Blood Donation Camp every year to motivate students to donate blood. Students as well as the staff show much enthusiasm in donating blood. In this way, the students and the staff of the college contribute towards society and save many lives.
  4. Value Based Lectures: The college celebrates its Foundation Day on 29 January every year and on this occasion, one teacher by turn, addresses the students and delivers a value based lecture. This practice contributes in promoting better personal, social, moral and ethical behaviour of the students.
  5. Social Upliftment of adopted village: The college has adopted village Anwal. The University Outreach Programme (UOP) of the college endeavours to engage the stakeholders for the social upliftment of the village by organising awareness drives, cleanliness drives, tree plantation etc.
  6. Morning Prayer: Morning assemblies are held every Monday and Thursday in which the students offer prayer to the Almighty and seek the blessings. It helps to promote virtuous ideals and helps in building personal character.
  7. Mentoring: Mentoring system is available in the college. The mentees are allotted to each mentor as per strength. Mentoring classes are held every 2nd and 4th Friday of the month. Students are guided, motivated and counseled. Issues/queries raised by the students are addressed and mentors submit the report of each mentoring class to the Chief Mentor.
  8. Lesson Plan: 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.
  9. Hawan Ceremonies: Hawan Ceremony, a sacred ritual, is organised twice a year in the college. Once at the beginning of the new session ( in the month of July) and second time on the Foundation Day (29 January). The smoke emanated from the pious fire energizes the whole space and creates a positive effect. The hawan is performed with the aim to preserve the age-old tradition and to instil spirituality among the students.

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

[http://www.sjkc.ac.in/images/best\\_practice.pdf](http://www.sjkc.ac.in/images/best_practice.pdf)

## 7.3 – Institutional Distinctiveness

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

Deeply inspired by the desire to impart higher education to the youth of the backward region in the periphery of Kalanaur, the land of 'Religious Ashrams', Brahmleen Mahant Jamna Dass Ji Maharaj laid down the stone of Sat Jinda Kalyana College in 1971. The motto of the college Vidya-Vivek-Vikas . The college has been a pathfinder for the people of this area and pioneer in imparting free education to the girl students. The college has always endeavored not only to produce degree holders but to nurture good and socially responsible citizens.

In the era of commercialism and materialism, SJK College as an institution takes the responsibility of inculcating a value system of highest order in the students. In nutshell, the performance of the institution is in tune with its motto, aims for the overall development of the youth and enables them to lead a righteous life. The institution aims to empower the rural youth of villages in its vicinity. For this purpose, the staff along with the Principal visits the nearby villages to not only motivate but also convince the parents to send their wards, especially their daughters, to pursue higher studies. The parents with low socio-economic status are also assured of financial assistance for paying the college dues and providing books. The teachers engage with the students and society in a greater measure. The institution tries its best to inculcate in our youth the right kind of personal and social values. The institution makes sure that our youth are moulded into becoming the messengers of peaceful co-existence and harbingers of a harmonious egalitarian society. This is our institution's greatest service to our nation, currently gripped in an unprecedented crisis of value and character. Self-centeredness is a very dangerous state of things in a country which has the largest young population in the world. As of today it is a crying need of the time to involve youth in a positive constructive society building role. Keeping in view of the above, 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 Outreach Programme in such a way that it becomes a part and parcel of the students' life and their mindscape. To empower the rural youth of our college, the 'Earn While You Learn' scheme is offered to students. Students work in the library and get paid for it. Photography of various events in the college is also done by students, and they get paid for it. The College also organizes 'Diwali Mela' every year which provides a platform to the students to develop entrepreneurial skills. On this occasion, students set up their stalls and manage it on their own. This helps in building and enhancing their managerial skills, communication skills, culinary skills etc.

Provide the weblink of the institution

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

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

1. To get more MOUs signed with organizations/institutes
2. To fetch research grants and research projects from government agencies
3. Introduction of PG courses
4. Continuation of efforts towards eco-friendly practices
5. To organize awareness programmes on gender based issues
6. Seminars/Webinars/Workshops on relevant issues
7. Activities focusing on community outreach
8. Improvement in ICT enabled infrastructure
9. To establish Centre for Competitive Examinations.
10. Completion of Auditorium
11. To organize Inter College competitions
12. Construction of additional parking sheds
13. Use of various e-platforms for blended teaching-learning