

Academic and Administrative Audit Report

Kanya Mahavidyalaya, Kharkhoda established in 1993 (Affiliated to M. D. University Rohtak) and accredited with Grade 'A' with COPA 3.10 in its 2nd cycle of accreditation.

It is a Multi Faculty Institution, situated in Rural Heart land of Haryana and is conveniently accessible to the girls of the area. It is imparting Education in different fields. UG: 1166 Students are enrolled presently. B.A., B.Com, B.C.A., B. Voc in 2 courses, M.A. in 2 subjects, M. Com, M. Sc in Computer Science, P.G. Diploma in Yoga Sciences, Community College scheme and Bridge courses are being run by the College.

While conducting the Academic and Administrative Audit of the College, committee listened to the presentations made by Principal and Coordinator of IQAC. Interacted with Faculty members and stakeholders of the College. While doing the mandate of conducting the Audit for Academic years 2017-18 and 2018-19 on 02-08-2020 the committee wishes to place on record the following observations and recommendations.

Observations

CRITERION-1

Curriculum Aspects

Curriculum is designed & prescribed by the University from which the Institution is affiliated for all UG and PG courses. Apart from the traditional courses like B.A. and B.COM, Skill Oriented courses under Community College scheme and, B. Vocational courses are also introduced for Students to meet the Challenges & Opportunities in this ever evolving and transforming world of Globalization. Institution has its own Board of Study for B Voc and Community College Scheme. The syllabus designed by BOS is sent to affiliating University and SSC for approval.

Courses offered by the College are

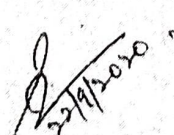
- * Bachelor of Arts
- * Bachelor of Commerce
- * Bachelor of Computer Science
- * Bachelor of Vocational in Catering Technology & Hotel Management
- * Bachelor of Vocational in Sports Nutrition & Physiotherapy
- * Master of Arts (Geography)
- * Master of Arts (Hindi)
- * Master of Commerce
- * Master of Computer Science
- * P.G Diploma in Yoga Science

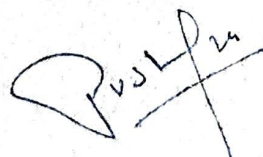
Diploma Course under Community College Scheme

- * Beauty and Wellness
- * Computer Application and IT
- * Dress Designing and Tailoring

Bridge Courses (Duration: One Month)

- * Basic of Mathematics for 1st year Commerce Students.


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- Basics of accounting for 1st year Commerce Students
- Basic English for BA 1st year Science Students
- Basics of Computers for 1st BCA Students

Value Added Courses

- Functional English
- Statistical Analysis with MS Excel
- Entrepreneurship Development
- Tally ERP.9
- सामान्य हिंदी व्याकरण

The feedback from stakeholders is obtained, analyzed displayed on website of the College and utilized for overall development of the Institution. Annual Academic Calendar is adhered. Faculty is involved in UG/PG paper setting. Choice based credit system in PG courses and elective subjects in UG courses are offered. Environmental Science is mandatory for 1st year students for environmental sustainability. Experimental teaching learning process through field work, internship, educational tours and trips.

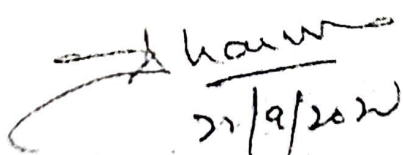
The IQAC Cell constituted as per NAAC guidelines which meet periodically and has contributed a lot in institutionalizing and implementing all quality assurance strategies in the College. It is instrumental in bringing quality in every facet and AQARs are sent regularly each year to NAAC constituted body.

CRITERION-2

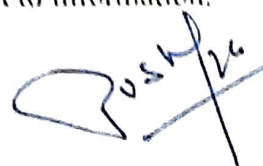
Teaching-Learning and Evaluation

Admission policy is followed according to State Govt/ Affiliated University norms and guidelines.

- Extra and Remedial Classes for advance & Slow learners.
- Innovative teaching learning techniques like Group discussion, quizzes, Q/ A method, Interactive methods are used by Faculty for effective learning.
- As the College is situated in rural area the task of Guiding, Counselling, Advocating increases enormously, a strong mentor-mentee system is maintained by Faculty who supports and encourages a younger partner in her academic and professional growth.
- A substantial number of Teachers use ICT and E- learning resources.
- Transparent internal assessment mechanism is followed. Internal examination committee is functional.
- Dissemination of information is done by social media platforms such as College YouTube channel, Face Book, WhatsApp groups, College website etc. All the departments are equipped with separate notice boards to give regular updates of various activities.
- Programme/Course outcomes, Lesson Plans made in advance and displayed on the website of the College.
- Every year a number of Students make their place in University merit lists.
- Departmental activities to make teaching learning an exciting experience are organised by Faculty members under these Academic Clubs and Societies.
- Online Student Satisfaction Survey is conducted, analysed and displayed on College Website.
- There are several Grievance Redressal Mechanisms including Internal Complaints Committee, the Anti-Ragging Cell, a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.


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CRITERION-3

Research, Innovations and Extension

- Minor project funded by UGC is completed by one Faculty in Mathematics.
- One faculty member in Mathematics department is recognized as research guide.
- College has organised 1 International Seminar, 3 National Seminars and 1 National workshop on "Application of MS-Excel in Statistical analysis" during 2017-18 and 2018-19. Four workshops on Research Methodology were organized for PG students at college level.
- Faculty members are immensely engaged in research related activities. Their contribution as researcher in Journal publications, publication in Scopus based Journals, participation in DGHF/UGC sponsored National/ International Seminars/ Conferences/ Workshops as delegates as well as Chairpersons/ Resource person, and for publication of chapters, proceedings of Seminars/ Conferences organized by the college are praiseworthy.
- For Extension activities, College has made a good rapport with the Society and Community at large by organising and undertaking quite large number of activities round the year that helps in transforming of Students in useful citizens. Participation of every student in any cell/club is made compulsory by the college.
- Contribution of faculty members in community outreach programmes is duly recognised by Administration and Panchayat bodies. Youth Red Cross Unit of the college was honoured with appreciation letter by MDU, Rohtak.
- Linkages and MOUs signed with Institutions/ Industries for giving hands on training and to give real job like experiences to Students during both the years. MOU with AMAR Hospital Kharkhoda signed to cater the health needs of Staff and Students.

CRITERION-4

Infrastructure and Learning Resources

College has its well-established Infrastructure, being supportive to Curricular and Co-curricular activities on Healthy lines. The College premises reflect a modern Infrastructure housing the classrooms, catering to the needs of more than 1100 Students. Classrooms are well-equipped with adequate furniture, lighting and ventilation. To make teaching learning process Interactive and entertaining, a number of modern and facilitative teaching aids such as Projectors, Computers, Smart boards, Tutorials, Remedial coaching, Audio Visual aids are used.

- The sprawling college campus is spread over an area of 16 acres having open space for garden and sports facility with 32 classrooms out of which 21 are with LCD/ ICT enabled facilities, 16 well equipped labs including 5 Computer Labs, 3 seminar halls with multimedia, Wi-Fi enabled 138 computers with 1GBPS Bandwidth. Apart from these college has 3 libraries, 1 common room, 1 cafeteria, 1 store room, 2 staffrooms, administrative block etc. The entire college is Wi-Fi enabled. Well equipped Language Lab with Orell software.
- College has well-maintained and well-specified playgrounds for Kabaddi (National Style), Kabaddi (HS), Football, Handball, Rugby, Flag Football, 200 Meter Track, Basketball Court, Badminton Court, Netball Court, Kho-Kho, High jump & Long Jump pit.
- College has indoor sports hall with Gym along with maintained indoor courts for Weightlifting, Boxing, Grappling, Wushu, Indoor Kabaddi Court with mats and Yoga Centre.

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- The institution provides ample space and Infrastructure support to the Faculty for their research work.
- Semi Computerised Libraries with reading room facility equipped with Serials and e-books, e-journals having an interactive corner with Vedic and English literature, e-text books, 240+ Reference Books, 11 Journals, 10 Magazines, Newspapers, Think lab to cultivate innovative thoughts. Visitor register is maintained.
- Various initiatives are taken by the institution to make the campus eco-friendly.
- Fire extinguishers, CCTV cameras are installed and physical facilities like Rain Water Wash rooms are provided to suit the special needs of differently abled persons.
- To maintain and upkeep the infrastructure, institute facilities and equipment, following activities are undertaken by the institution.

- a) There is stock maintenance committee who maintains the stock register by physically verifying the items.
- b) Regular maintenance of computer equipments.
- c) Overall development and beautification of campus is done by discipline and beautification committee.
- d) Regular cleaning of water tanks, proper garbage disposal, pest control, maintenance of lawns is done by class IV employees.
- e) Outsourcing is done for all IT and computers related equipments.
- f) Outsourcing is done for the maintenance of wooden furniture, electrification and plumbing.
- g) Regular maintenance of water cooler and water purifiers is done by outsourcing agents.
- h) Maintenance of stock registers of library and use of naphthalene balls and silica pouch for books.

CRITERION-5

Student Support and Progression

- Incentives in the form of prizes, fee concessions, and scholarships by benevolent persons are given to the students so as to keep the spirit of healthy competition alive among them. Govt post Matric Scholarship Scheme for under privileged strata is properly followed by College. Moreover, merit scholarships from MDU, Rohtak are also in operation.
- Participation and achievement of Students in National/ International Sports tournaments is increasing as incentives are given to them by management of the College in the form of fee concession, for better Diet and Scholarships to the winners. They bring laurels to the College. New sports are introduced each year keeping in mind Students' demand.
- To enlighten Students on diverse aspects of knowledge, Seminars and Guest lectures are organised by different departments.
- 15 Days soft skills workshop was conducted under capacity building programme for students.
- Value added courses like Statistical analysis with MS Excel, Tally ERP.9 and Computer Application & IT enable students to use ICT tools.

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- Certificate course in Functional English and initiation of English language lab to improve communication skills.
- Yoga & meditation camps, health check up camps, eye check up, HB test, first aid trainings and installation of sanitary napkins vending machine to enhance health and hygiene habits among students.
- Career counselling and placement Cell is active to give professional guidance and exposure to Students. Mega job fairs and placement drive are also organised by the cell.
- To enhance the Entrepreneurial Skills of Students need based and job oriented programmes are initiated by the College. The Institution has made various IIT resources available to its Staff and Students
- Transparent and accountable Grievance redressal mechanism for timely redressal of students' grievances as well as for employees.
- A fairly large number of Activities/ Programmes are organised for the all-round development of Students. Performance of Student in Inter College competitions in scholastic as well as non scholastic activities is good. They make their presence felt at Inter College/ Inter University level.
- Students are provided with all opportunities to attend the leaderships and adventure trips organised by youth welfare department of University. Complaint/ Suggestion Box is well placed to improve teaching learning environment.
- During the Orientation Sessions organised for all first year classes, Students are made aware of the various student support services like Infrastructural Facilities, information about Curricular, Co-Curricular and Extra-Curricular activities. Separate notice boards have been provided on all the floors for regular updates of various activities regarding student support services.
- The College plans programmes to provide exposure to enhance the Students' learning experiences by way of Field trips, Study tours, Industrial visits, and arranging Departmental trips. In addition, Guest lectures, Invited talks, Memorial lectures are also arranged from time to time.
- Language lab, Think lab, Entrepreneur lab is well in operation to work in tandem with the new horizons.
- Every year a number of Students make their place in University merit lists.
- Under the able guidance of Physical Education teacher and competent coaches a large number of students participate in sports/Games and touch newer heights. A good number of medals/positions are won by the students at International/National/State/Inter-varsity levels.
- Organising Intercollegiate/State/national Level Sports tournaments/ competitions for the students.

CRITERION-6

Governance, Leadership and Management

- Vision, Mission of the College is and manifested and pervasive in all its activities.
- Students are well informed and updated by social media platforms such as College YouTube channel, Face Book, WhatsApp groups, College website etc.
- Online admission policy of state government is duly followed.
- To draw the best in students three tier structure i.e management, principal and faculty are committed and working as a team to enhance the academic excellence. At the same

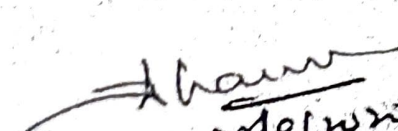
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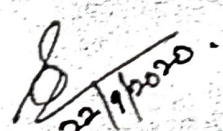
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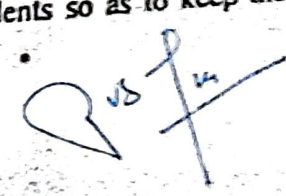
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management of the college is overwhelmingly supportive to the progress of the college. The outstanding leadership of the principal definitely makes all the difference. Her untiring efforts to hold the rich traditions and conventions of the college are reflected through the visibility of the college as a college of difference among the other affiliated colleges.

- Students participation reflected in Students' Council. They are involved in decision making.
- Students are well assisted at the time of seeking admission to the college by Helpdesk maintained for the purpose. During the Orientation Sessions organised for all first year classes, Students are made aware of the various student support services like Infrastructural Facilities, information about Curricular, Co-Curricular and Extra-Curricular activities. Separate notice boards have been provided on all the floors for regular updates of various activities regarding student support services.
- Duties and responsibilities to faculty are allocated in consonance with their aptitude, talents and ability. Every session begins with a meeting, with Principal in the chair, to spot the unique talents and abilities of individual teachers and charge of various clubs & committees is handed over to them accordingly.
- A budgetary provision is also made for providing financial assistance to the teachers for presenting research papers in National / International Conferences/Seminars etc. as an encouragement and motivation from the administration.
- Faculty are encouraged to participate in faculty development programmes, seminars conferences/workshops to keep themselves abreast with current research in their respective fields.
- Purchase committee is properly constituted. Financial Auditing and Internal auditing is in practice. The major funding agencies are state govt. UGC and management committee.
- Transparent internal assessment mechanism is followed. Internal examination committee is functional.
- Workshops and training programs for faculty and support staff are organised to encourage progression in their career graphs by keeping them updated about the latest technological advancements.
- Each faculty member is required to submit a well designed self appraisal format annually on the basis of different parameters, which is duly verified by the principal. The system helps in the professional development of the faculty.
- For Extension activities, College has made a good rapport with the society and Community at large by organising and undertaking quite large number of activities round the year. Various Faculty led programs with the wide representation of Students are organised to sensitize them towards Community services and transform them into useful citizen. Till now 5 teachers and 10 Students are awarded as best Volunteers and best P.O. teachers respectively. College Red Cross Cell was awarded as best unit by MDU authorities for its notable contributions to society.
- The IQAC Cell constituted as per NAAC guidelines which meet periodically and has contributed a lot in institutionalizing and implementing all quality assurance strategies in the College. It is instrumental in bringing quality in every facet and AQARs are sent regularly each year to NAAC constituted body. The IQAC contributes in monitoring and evaluating the Teaching & Learning processes by organising departmental meetings at regular intervals.
- Scholarships (Financial Support Services) & Student Counselling. Incentives in the form of prizes and fee concessions are given to the Students so as to keep the spirit of


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healthy competition alive among them. Govt Post Matric Scholarship Scheme for under privileged strata is properly followed by College.

- Fee concession to the needy Students from Poor Girls' fund.
- Distribution of books to the needy Students.
- Guidance and coaching for competitive exams by Faculty.
- Remedial classes and extra classes for slow learners.
- Effective Human Resource Management by delegation and decentralisation.
- For welfare of support staff provision of uniform, phone facility, cycle, canteen facility etc and organising of workshops for office staff are in operation.

CRITERION-7

Institutional Values and Social Responsibilities

The institution takes following practices for alternate sources of energy, for waste management and water conservation.

- Compact fluorescent lamps (CFL) and LEDs have been installed.
- Trees and plants are added at a regular interval to make the campus eco-friendly. Special efforts are made for the upkeep of the terrace garden in the Administrative Block.
- Storage tanks have been made available and bore wells have been dug for storage and ground water recharging of rain water of main building is collected in the storage tank for multiple uses under rain water harvesting scheme.
- Heavy waste furniture is sent to the workshop for dismantling and recycling or re-using.
- Vermicompost fertilizers are used for plants.
- A herbal garden with a rich variety of medicinal plants has been created.
- Environmental Awareness by awareness drives, celebration of eco day, environment days.
- Resorting to non conventional energy like rooftop solar empanelment.
- No Vehicle Day is organised once in a month.
- College Library has an introspective corner with Vedas and Epics to inculcate spiritual as well as Human values among Students.
- Tradition of starting the new session with performing of Hawan is endured by the College.
- Instilling Institutional values, Ethics and responsibilities by organising various faculty led programmes with the wide participation by Students are organised under different Cells and Clubs to make Students useful Citizens.
- Being a Girl's College, it aims at empowering the girls socially and professionally so that they can make the best possible choices of their future. It is enhancing participative, competitive and constructive environment for Students.
- Extension lectures by Faculty members are delivered in nearby senior secondary schools to apprise Students about the courses/ programmes run by the College and exposure of College Infrastructure and facilities is given to Students by inviting them in College campus every year, to increase the Gross Enrolment Ratio in HEIs to discharge its social responsibility.
- Celebration of national and cultural festivals to promote unity in diversity, celebrating the days of national importance and remembering great personalities and their contributions. Organising activities like run for unity, Swachhita pakhwan, youth day etc. Ek

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Bharat Shreshth Bharat Club is well formed in the college with well defined objectives of promoting integration and nationalism.

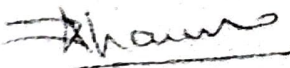
- Students are provided with all opportunities to attend the leadership and adventure camps organised by Youth Welfare department and NSS Cell of University.
- The enthusiasm shown by Faculty for Community outreach is duly recognised and appreciated by the Administration and Panchayat bodies.
- Vision, mission and objectives of the college are displayed on the college website and are pasted on large sized wooden Boards at various prominent places in the campus to be imbibed by students and staff.

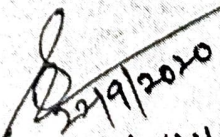
Best Practices during Sessions 2017-2018 & 2018- 2019

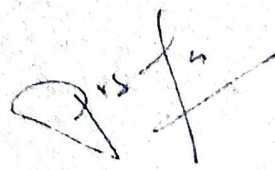
- Creating Entrepreneurship by various Skill oriented and Value added programmes to prepare Industry ready workforce and making them self reliant.
- Environmental Awareness by Awareness drives, Celebration of Eco days, Environment days, resorting to non Conventional Energy like rooftop Solar Panel. Various Initiatives are taken by the Institution to make the Campus Eco-friendly. Like Tree Plantation, Green Campus/ Clean Campus drive, Rain Water Harvesting, E-Waste Management, Energy Conservation, No Vehicle Day etc. are carried out.
- Community Outreach Programme for sensitizing Students towards societal causes and transforming them into a worthy citizen.
- Hosting of Zonal Youth Festival to increase the participation of Students, give them better exposure and instilling the sense of responsibility among them.

Recommendations

- The Institution should partner with other Institutions of repute through formal MoUs.
- Importance has to be given for Communication and Soft Skills classes.
- There is always a vast scope of development in the Library. It should be a happening place in the College. College should make extra efforts to develop more reading habits among Students. Workshops should also be organised for E reading among Students. Create important digital contents of the important portions in the syllabus and make it available in the Digital Library.
- Options such as UGC Major and Minor Research projects, as the percentage of Faculties conducting Research projects is relatively less. Faculties may be encouraged to publish papers, articles or participate in book review.
- Efforts should be made to introduce PG courses in Humanities stream and more Students should be encouraged to enrol in these courses.
- Placement of Students needs to be improved.
- Additional Certificate courses may be introduced towards making the Students more employable.
- The College should start practice of 'Mentor-Mentee' within the institution.


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Pr. Tejinder
Sharma


22/9/2020
Dr. Shafali Nagpal.


Dr. S. S. Singh