



MARKANDA NATIONAL COLLEGE

SHAHABAD MARKANDA, KURUKSHETRA-136135

(Estd. 1971, Affiliated to Kurukshetra University, Kurukshetra)

TRACK ID → HRCOGN10282

ANNUAL QUALITY ASSURANCE REPORT (AQAR) (2016-17)

**SUBMITTED BY: INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

To



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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IQAC COMPOSITION

Chairperson	:	Dr. Ashok Kumar
Co-ordinator	:	Dr Jawahar Lal
Teachers	:	Sh. Harpal Singh Saini Dr. Sanjay Kumar Sh. S. S. Kajal Mrs. Kalpna Dr. (Mrs.) Shalini Sharma Dr Tarun Kansal Mrs. Prachi Arora
Administration	:	Sh. Gian Chand
Management Representative	:	Sh. Yash Pal Wadhwa, Sh. Kesar Das Gambhir, Sh. Ashwani Kumar Kalra
Alumni Representative	:	Dr. Jawahar Lal, Dr. S.S. Ahuja
Expert	:	Dr. S.S. Ahuja, Principal, Govt. School, Nalvi
Three students of final year	:	One student each from B.A.III, B.Com.III and from B.Sc.III Jagmohan, Yashpreet and Harshdeep
No. of any other stakeholder and community representatives	:	Parents (01)

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Part – A

AQAR for the year

2016-2017(July 1, 2016 to June 30, 2017)

1. Details of the Institution

1.1 Name of the Institution

MARKANDA NATIONAL COLLEGE

1.2 Address Line 1

SECTOR 1, URBAN ESTATE

Address Line 2

LADWA ROAD

City/Town

SHAHABAD MARKANDA

State

HARYANA

Pin Code

136135

Institution e-mail address

mncshahabad@yahoo.co.in

Contact Nos.

01744-240152

Name of the Head of
the Institution:

DR. ASHOK KUMAR

Tel. No. with STD Code:

01744-240152

Mobile:

9416144789

Name of the IQAC Co-ordinator

DR. JAWAHAR LAL

Mobile:

9466435456

IQAC e-mail address:

mnciqac@gmail.com

1.3 NAAC Track ID

HRCOGN10282

1.4 NAAC Executive Committee

-

No. & Date:

1.5 Website address:

www.mncshahabad.com

Web-link of the AQAR:

<http://mncshahabad.com/iqac/aqar/>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	73.00	2003	Upto 2008
2	2 nd Cycle	College is in process of applying for cycle-2			

1.7 Date of Establishment of IQAC

20-04-2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2013-14 submitted on 12-06-2018
- ii. AQAR 2014-15 submitted on 13-06-2018
- iii. AQAR 2015-16 submitted on 18-06-2018

1.9 Institutional Status

University State Central Deemed Private
Affiliated College Yes No
Constituent College Yes No
Autonomous college of UGC Yes No
Regulatory Agency approved Institution Yes No
Type of Institution Co-education Men Women
Urban Rural Tribal
Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edu)
TEI (Edu) Engineering Health Science Management
Others (Specify)

1.11 Name of the Affiliating University

KURUKSHETRA UNIVERSITY, KURUKSHETRA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University
University with Potential for Excellence UGC-CPE
DST Star Scheme UGC-CE
UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

03

2.4 No. of Management representatives

03

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and community representatives

01

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

02

Non-Teaching Staff

02

Alumni

00

Others

00

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

00

International

00

National

00

State

00

Institution Level

01

(ii) Themes

Delivered an extension on preparation of SSR-NAAC by Dr Krishan Kant Gupta

2.14 Significant Activities and contributions made by IQAC

Sr. No.	Activity performed by IQAC
1	Minutes of a meeting of IQAC held on 25.11.2016 in the office of the Principal, M.N.College, Shahabad. (For details please see Annexure-V)
2	Organized a workshop on the topic "Effective Communication in Teaching" on 21.01.17 at 12:45pm for the teachers in the Seminar Hall. Dr. Sushil Kansal, Asso. Prof. of English, S.D.College, Ambala Cantt was the Resource Person for the workshop.
3	Minutes of a meeting of IQAC was held on 18.5.2017 in the office of the Principal, M.N.College, Shahabad. (For details please see Annexure-VI)

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*

Plan of Action	Schedule	Action Taken
Hawan	15 th July 2016	Yes
Regular Classes	16 th July 2016	Yes
Assembly Address/Orientation of Fresher	30 th July 2016	Yes
First Safai Abhiyan (NCC)	30 th July 2016	Yes
International Youth Day	12 th Aug 2016	Yes
Function by Women Cell	13 rd Aug 2016	Yes
Independence Day	15 th Aug 2016	Yes
Tree Plantation	15 th Aug 2016	Yes
One day NSS Camp	26 th Aug 2016	Yes
Teachers' Day	5 th Sep 2016	Yes
Talent Show	10 th Sep 2016	Yes
Hindi Divas	14 th Sep 2016	Yes
Essay Competition by Legal Literacy Cell	15 th Sep 2016	Yes
Extension Lecture by Women Cell	17 th Sep 2016	Yes
NSS Day	24 th Sep 2016	Yes
2nd Safai Abhiyan (NCC)	28 th Sep 2016	Yes
Intra College Science Quiz	06 th Oct 2016	Yes
Inter College Science Quiz	17 th Oct 2016	Yes
2nd one day NSS Camp	23 rd Oct 2016	Yes
UNO Day	24 th Oct 2016	NO
Haryana Day Celebration	Last week of Oct 2016	NO
Social Science (Power Point Presentation)	27 th Oct 2016	Yes
Ekta Divas	31 st Oct 2016	Yes
National Integration Week (NCC and NSS)	1 st -7 th Nov 2016	Yes
Athletic Meet	1 st week of Nov 2016	Yes
Flag Day	Between 5 th to 15 th Nov 2016	Yes
University Examinations	16 Nov 2016 onwards	Yes
Blood Donation Camp by HDFC and NCC, NSS, RRCF	5 th Dec 2016	Yes
Punjabi Kavi Darbar	15 th Dec 2016	Yes
Parents Teachers Meeting	16 th Dec 2016	Yes
Winter Vacations	17.12.16 to 01.01.17	Yes
Educational Tour	28 th Dec 2016	Yes
Regular Classes (Even Semester)	2 nd Jan 2017	Yes
National Youth Day	12 th Jan 2017	Yes
Science Exhibition	16 th Jan 2017	Yes
3 rd Safai Abhiyan (NCC)	19 th Jan 2017	Yes
International Water Day(NCC)	19 th Jan 2017	Yes
Plantation in Herbal and NCC Park	20 th Jan 2017	Yes
Republic Day	26 th January	Yes
IQAC meeting	Last week of January	Yes
National Seminar on Youth	17 th -18 th Feb 2017	Yes
Blood Donation Camp	20 th Feb 2017	Yes
Extension Lecture, Social Sciences	22 nd Feb 2017	Yes
National Science Day	28 th Feb 2017	Yes
Women's Day celebration and Inter college Poetical Recitation	8 th March 2017	Yes
National Seminar on Economics	11 th March 2017	Yes
Extension Lecture by Deptt of History & Pol Sc.	17 th March 2017	Yes
Inter college Rangoli Competition by Maths Deptt	25 th March 2017	Yes
Business Fest	2 nd week of 2017	Yes
University Examinations	25 th April 2017 onwards	Yes

* Attached the Academic Calendar of the year as Annexure-I.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

CRITERION – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	01	00	01	00
UG	04	01	02	00
PG Diploma	00	00	00	00
Advanced Diploma	02	00	00	02
Diploma	02	00	00	02
Certificate	02	00	00	02
Others	00	00	00	00
Total	11	01	03	06
Interdisciplinary	02	00	00	02
Innovative	00	00	00	00

1.2 (i) Flexibility of the Curriculum: ~~CB~~CS/Core/Elective option / ~~Open options~~

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	00
Annual	06

1.3 Feedback from stakeholders* Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

(Please see Annexure IV)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No, The College is running programs for which the syllabus is designed/modified by the affiliating university only.

1.5 Any new Department/Centre introduced during the year. If yes, give details. :

B.Com. (Self financing)

CRITERION – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent Faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	17	09	06	01	01 (Librarian)

2.2 No. of permanent faculty with Ph.D. 08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Assistant Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	00	07	00	00	00	00	00	00	00	07

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 00 12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	17	00
Presented papers	03	31	00
Resource Persons	00	07	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Certain course contents of the syllabus were delivered to students through power point presentations.
2. Students were motivated to use internet and animated presentations of scientific laws.
3. Students were motivated to visit and use the library with emphasis on current affairs, G.K., etc.
4. Number of personality development programmes was increased.

2.7 Total No. of actual teaching days during this academic year 140

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examinations and evaluations are conducted as per rules/norms of K.U. Kurukshetra.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop. 01

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A. 1st Sem	246	00	06	26	20	21.13
B.A. 2nd Sem	225	00	10	22	06	16.88
B.A. 3 rd Sem	139	01	04	18	14	26.67
B.A. 4 th Sem	124	00	13	16	06	28.22
B.A.5 th Sem	95	00	12	14	08	35.78
B.A. 6 th Sem	88	01	13	18	7	44.31
B.Com 1 st Sem	107	00	06	21	08	32.71
B.Com 2 nd Sem	101	01	14	21	00	35.64
B.Com 3 rd Sem	75	00	11	14	04	38.66
B.Com 4 th Sem	74	03	22	16	00	55.40
B.Com 5 th Sem	65	00	09	09	01	29.23
B.Com 6 th Sem	60	01	17	15	01	56.66
B.Sc. 1 st Sem	41	00	03	06	00	21.95
B.Sc. 2nd Sem	40	00	09	04	00	32.5
B.Sc. 3 rd Sem	37	02	12	11	00	67.56
B.Sc. 4 th Sem	34	03	12	02	00	50
B.Sc. 5 th Sem	60	02	09	09	07	45
B.Sc. 6 th Sem	60	03	21	03	00	45
M.A. 1 st Sem	06	00	05	01	00	100
M.A. 2 nd Sem	06	00	02	02	00	66.67
M.A. 3 rd Sem	10	00	01	04	00	50
M.A. 4 th Sem	10	00	04	04	00	80

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

<ol style="list-style-type: none"> 1. Suggestions and recommendations of IQAC are considered for improvement in Quality Education. 2. IQAC motivates the teachers for the participation, presentation and publication of quality research articles in the journals of national and international repute. 3. It encourages and supports all departments of the college in organizing the seminars/conferences/workshops in different fields and programmes related to Cultural/Sports/NCC/NSS/Women Cell/Legal Cell etc.
--

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01

Faculty exchange programme	00
Staff training conducted by the university	01
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	00	00	01
Technical Staff	02	00	00	00

CRITERION – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- | |
|---|
| <ol style="list-style-type: none"> 1. IQAC encourages faculty members to register for Ph.D. program. 2. Faculty members are also motivated to present papers in various seminars/conferences and to get their papers published. 3. Faculty members are encouraged to submit the minor/major research proposal to various funding agencies like DST/UGC/CSIR/DBT etc. |
|---|

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	---	---	---	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	---	---	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	00	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications: N.A.

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	NA	00	00
Minor Projects	00	NA	00	00
Interdisciplinary Projects	00	NA	00	00
Industry sponsored	00	NA	00	00
Projects sponsored by the University/ College	00	NA	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	NA	00	00
Any other(Specify)	00	NA	00	00
Total	00	NA	00	00

3.7 No. of books published

i) With ISBN No. Chapters in Edited Books ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP DST-FIST DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	02	00	00	00
Sponsoring agencies	00	DGHE	00	00	00

3.12 No. of faculty served as experts, chairpersons or resource persons : 04

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding Agency From Management of the College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones):NA
JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University level College Forum NSS NCC Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The college organized the following programs:

- Tree Plantation
- Blood Donation Camps (2)
- NSS special Camp
- Cleanliness/ Swachhta Abhiyan
- Eye Donation Awareness camp
- Voter Awareness Rally

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.27Acres	-		5.27Acres
Class rooms	15	-		15
Laboratories	04	-		04
Seminar Halls	02	-		02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	1047295Rs	430942Rs	Self & Govt	1478237Rs
Others				

4.2 Computerization of administration and library

The administrative office is using computerized mode for work.
The computerization of library was completed.
The college library equipped with E-resources provided by DELNET, UGC-INFLIBNET etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25240	-	531	-	25771	-
Reference Books	-	-	-	-	-	-
e-Books	00	-	80409 (Through N-List)	-	80409	-
Journals	00	-	37 (Annual Subscription)	-	37	-
e-Journals	-	-	3828 (Through N-List)	-	3828	-
Digital Database	-	-	-	-	-	-
CD & Video	20	donated	-	-	20	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	03	07	03	03	04	05	04 laptop and 07 printers
Added	04	-	-	-	-	-	-	-
Total	45	03	07	03	03	04	05	05 laptop and 07 printers

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

College has two well established computer labs where students can use internet facility for enhancing their subject related knowledge. Students can also use computers with internet facility in the college library. In this task, teachers' assistance is available for the students as well as other faculty.

4.6 Amount spent on maintenance in lakhs : 6.99

i) ICT	181727Rs
ii) Campus Infrastructure and facilities	272306Rs
iii) Equipments	43459Rs
iv) Others	202294Rs
Total	699786 Rs

CRITERION – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC members of the college discuss the problems with the students in the meetings and during their free periods. Students are made aware of the various facilities available in the college during the orientation programme. Students generally come up with issues like drinking water facilities, wash room cleanliness, maintenance of electricity appliances at various points, sports related problems, grievances and other issues related to their academic progress. At the same time, efforts are also made to solve these problems. The Principal, administrative staff and other faculty members create awareness among the students about student support services by appropriate means like notices, committees and different activities.

5.2 Efforts made by the institution for tracking the progression

The progression of the college students is monitored through interactions with outgoing students as well as with their parents. It has been observed that a good number of students join higher degree program courses. Some students opt for armed forces and police services also. Furthermore, own business is also a choice for many students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1004	20	00	00

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	786	76.74		238	23.26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
427	140	00	368	01	933	471	174	00	376	03	1024

Demand ratio = Students admission is on first come first serve basis.

Dropout % = 3.3 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The college has an active career and guidance bureau and members arrange lectures by experts for motivating them to go for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Record not maintained.

NET	<input type="text" value="00"/>	SET/SLET	<input type="text" value="00"/>	GATE	<input type="text" value="00"/>	CAT	<input type="text" value="00"/>
IAS/IPS etc	<input type="text" value="00"/>	State PSC	<input type="text" value="00"/>	UPSC	<input type="text" value="00"/>	Others	<input type="text" value="00"/>

5.6 Details of student counselling and career guidance

Career Guidance cell of this college organizes extension lectures and other activities for helping the students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	00	00	00

5.8 Details of gender sensitization programmes

Women day celebrated on 8th March 2017 by Women Cell.
Mehndi competition and Diya decoration competition organized by women cell.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	34	44440
Financial support from government	257	1288820
Financial support from other sources	01	5000
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives

Fairs	: State/ University level	00	National level	00	International level	00
Exhibition:	State/ University level	00	National level	00	International level	00

5.12 No. of social initiatives undertaken by the students

04

- Blood Donation
- Tree Plantation
- Rallies
- Cleanliness

5.13 Major grievances of students (if any) redressed: no major grievances

- There was a general complaint that there is no water facility in the college ground. In view of that a New Tube Well was established.
- Facility of Sanitary pads for girls at a very low price was provided in the girls common room.
- Separate cabin in the canteen for girls.

CRITERION – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION To impart Qualitative, Value-based and Employable education at affordable cost to all sections of the society and to make the college a “ <i>Total Quality Zone</i> ”
MISSION
<ol style="list-style-type: none">1. To pursue and disseminate knowledge with commitment to all sections of society.2. To create and provide opportunities for the overall development of students.3. To work towards optimum and meaningful utilization of human, infrastructural and financial resources.4. To encourage self-evaluation, accountability and indigenous culture amongst the faculty members and students.5. To foster the realization of social responsibilities and citizenship role amongst students.6. To educate the girls of this semi-urban area at a very low cost and in a very dignified and secure atmosphere.

6.2 Does the Institution has a management Information System YES

- The management always takes keen interest in the effective functioning of the college.
- The working of the office and other departments is computerised and well monitored.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The faculty members of our college are invited from time to time by the affiliating university for designing and upgradation of the curriculum.

6.3.2 Teaching and Learning

- Class tests are conducted to evaluate the performance of students.
- Assignments are given to the students for evaluating their presentation skills.
- Students are motivated for making use of library and internet facilities available.
- Teachers are motivated to make use of modern teaching practices like internet and power point presentations etc.
- Personality developments programmes are a regular feature.

6.3.3 Examination and Evaluation

In this regard, Kurukshetra University is the sole authority for implementation of reforms. But faculty members who are part of academic bodies of the university actively campaign for reforms. In house examination and evaluations are taken by the IQAC & examination committee of the college.

6.3.4 Research and Development

The faculty is encouraged to go for research activities by participating in various national and international level seminars and workshops. The college also organizes seminars and conferences. Faculty members are motivated and supported for higher qualification.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

Updation of physical infrastructure is a regular practice of the institution. Books/newspapers/magazines/Journals are purchased as per the requirement of the students and staff.

6.3.6 Human Resource Management

The college makes strenuous efforts to attract, retain and nurture best faculty in each department. The college provides ample opportunity to all faculty members to give their best in teaching by providing them latest tools.

6.3.7. Faculty and Staff recruitment

The college has two kinds of staff:

1. Sanctioned Posts: To fill up the vacancy against sanctioned posts both in teaching and non teaching, a structured process is followed as per Haryana Government and Kurukshetra University, Kurukshetra norms.
2. Non-sanctioned posts: The governing body of the college constitutes a recruitment cell to fill up the vacant positions both in teaching and non teaching categories.

6.3.8 Industry Interaction / Collaboration

1. Students of science stream visited the Sugar Mill to have first hand knowledge of its working.
2. Students of Physics Department visited ion beam centre K.U. Kurukshetra for updation on latest laboratory equipment.
3. The institution started Tally course in collaboration with MGM Institute, Ambala.

6.3.9 Admission of Students

1. At the start of the session, admission committee cum Counselling Cell is made for each faculty to give first hand information to admission seekers.
2. Admission notices are published in the national newspapers.
3. Admission procedure is widely circulated through College website, pamphlets, hoardings, social media etc.

6.4 Welfare schemes for

Teaching	Loans from P.F., Fee Concession to wards, Emergency medical facility
Non teaching	Loans from P.F., Fee Concession to wards, Emergency medical facility.
Students	Fee concession, Provision of payment of fee in instalment Provision of scholarships other than Govt. Books Bank for students, Emergency medical facility

6.5 Total corpus fund generated

Rs. 89100

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Kurukshetra University, Kurukshetra	Yes	Management & IQAC
Administrative	Yes	Kurukshetra University, Kurukshetra	Yes	Management & IQAC

6.8 Does the University/ Autonomous College declares results within 30 days? N.A.

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? N.A.

6.11 Activities and support from the Alumni Association:

Prominent alumni of the college are invited to the college on the occasion of functions, seminars and other activities. Their interactions with students help them. Feedback of the alumni helps the institution in updating and improving in different areas.

6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association. However, the parents regularly visit the institution and efforts are made to collect and implement their suggestions. PTM was organized in Dec. 2017.

6.13 Development programmes for support staff

Extension lectures are regularly organised to keep the staff motivated and enlightened.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Tree plantation and cleanliness of the campus are regular activities of the college.
Compost Pit
Herbal Garden
Rain Water Harvesting

CRITERION – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Facility of sanitary pads for Girls
- Winner athletes and sportspersons honored in the college.
- Honour Board for meritorious students of the college.
- Honour board for Blood donors.
- Computer-internet facility in the library.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The activities are conducted according to academic calendar.
- Almost all the activities planned in academic calendar of the college were successfully organised as per the schedule.
- The convocation could not be organised which has been scheduled for the next session.

7.3 Give two Best Practices of the institution

1. Freeships and scholarships to meritorious, needy and talented students.
2. Providing college infrastructure and facility to the community for different purposes.

7.4 Contribution to environmental awareness / protection

Environmental Studies is a compulsory subject for all the students.

Tree plantations and maintenance of college is a regular feature which is given top priority by the college administration.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

- Only Co-educational college of the town catering to the educational needs of this area.
- Focus on moral ethics, discipline and self growth of the students.
- Keeping up the motto of the college “To Grow in Wisdom” through various activities.
- Highly qualified and experienced faculty members.
- Ideal location of the college-located in the Heart of the town
- Green and clean campus.
- Active units of NCC, NSS, Women cell, Red Ribbon Club, and cultural activities.
- Excellent sports facilities.
- Generous support of Managing Committee.
- Scholarship facility for needy and meritorious students.

Weaknesses:

- Need for orienting staff and support staff to use ICT.
- Faculty members need to take research projects.
- Need to increase more ICT enabled classrooms.
- Need to strengthen Alumni network and its activities.
- Involvement of more faculty members in ICT based teaching.
- Need to strengthen outreach and extension activities
- Industry linkages need to be forged.

Opportunities:

- Introduction of new and job oriented courses.
- Introduction of CBCS.
- Ideal location of the College to increase strength of the students.
- Tapping sports talent of the students.
- Scope for introduction of more sports related courses.

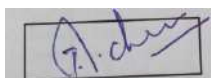
Challenges:

- Orientation of faculty towards ICT and web-based working environment.
- Improving work ethics.
- Financial self-sufficiency.
- Maintaining classroom attendance.
- Fall in strength of certain traditional courses.
- To improve the infrastructural facilities in the college.
- To create a good research environment in the college.
- To increase the student strength in the college.

8. Plans of institution for next year

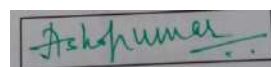
- To conduct faculty improvement programmes for teachers and workshops for students.
- Increase in the use of internet on the campus
- Promotion of teacher's research incentives and recognition schemes.
- To organise convocation & Prize distribution
- To fill the vacant posts in the college

Dr. Jawahar Lal



Signature of the Coordinator, IQAC

Dr. Ashok Kumar



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Academic Calendar 2016-17

➤ Hawan	-	15 th July 2016
➤ Regular Classes	-	16 th July 2016
➤ Assembly Address/Orientation of Freshers	-	30 th July 2016
➤ First Safai Abhiyan (NCC)	-	30 th July 2016
➤ International Youth Day	-	12 th Aug 2016
➤ Function by Women Cell	-	13 th Aug 2016
➤ Independence Day	-	15 th Aug 2016
➤ Tree Plantation	-	15 th Aug 2016
➤ One day NSS Camp	-	26 th Aug 2016
➤ Teachers' Day	-	5 th Sep 2016
➤ Talent Show	-	10 th Sep 2016
➤ Hindi Divas	-	14 th Sep 2016
➤ Essay Competition by Legal Literacy Cell	-	15 th Sep 2016
➤ Extension Lecture by Women Cell	-	17 th Sep 2016
➤ Youth Festival	-	Sep/Oct 2016
➤ Extension Lecture by Brahma Kumari's	-	2 nd week of Oct 2016
➤ Quiz Competition (Science & Commerce)	-	2 nd week of Oct 2016
➤ NSS Day	-	24 th Sep 2016
➤ 2 nd Safai Abhiyan (NCC)	-	28 th Sep 2016
➤ Intra College Science Quiz	-	06 th Oct 2016
➤ Inter College Science Quiz	-	17 th Oct 2016
➤ 2 nd one day NSS Camp	-	23 rd Oct 2016
➤ UNO Day	-	24 th Oct 2016
➤ Social Science (Power Point Presentation)	-	27 th Oct 2016
➤ Extension Lecture by Science Deptt	-	4 th week of Oct 2016
➤ Haryana Day Celebration	-	Last week of Oct 2016
➤ Ekta Divas	-	31 st Oct 2016
➤ National Integration Week (NCC and NSS)	-	1-7 th Nov 2016
➤ Athletic Meet	-	1 st week of Nov 2016
➤ Extension Lecture, Deptt of Commerce	-	Nov 2016
➤ Flag Day	-	Between 5 th to 15 th Nov 2016
➤ University Examinations	-	16 Nov 2016 onwards
➤ Blood Donation Camp by HDFC and NCC, NSS, RRCF	-	5 th Dec 2016
➤ Punjabi Kavi Darbar	-	15 th Dec 2016
➤ Parents Teachers Meeting	-	16 th Dec 2016
➤ Winter Vacations	-	17.12.16 to 01.01.17
➤ Educational Tour	-	28 th Dec 2016
➤ Regular Classes (Even Semester)	-	2 nd Jan 2017
➤ National Youth Day	-	12 th Jan 2017
➤ Science Exhibition	-	16 th Jan 2017
➤ 3 rd Safai Abhiyan (NCC)	-	19 th Jan 2017
➤ International Water Day(NCC)	-	19 th Jan 2017
➤ Plantation in Herbal and NCC Park	-	20 th Jan 2017
➤ Republic Day	-	26 th January
➤ IQAC meeting	-	Last week of January
➤ National Seminar on Youth	-	17 th -18 th Feb 2017
➤ Quiz by English Deptt.	-	Feb 2017
➤ Extension Lecture, Social Sciences	-	Feb 2017
➤ Youth Parliament	-	Feb, 2017
➤ Blood Donation Camp	-	20 th Feb 2017
➤ National Science Day	-	28 th Feb 2017
➤ Seven days NSS Camp	-	March 2017
➤ Women's Day celebration and Intercollege Poetical Recitation	-	8 th March 2017
➤ National Seminar on Economics	-	11 th March 2017
➤ Extension Lecture by Deptt of History	-	17 th March 2017
➤ Inter college Rangoli Competition by Maths Deptt	-	25 th March 2017
➤ Alumni Meet	-	March/April, 2017
➤ Business Fest	-	2 nd week of 2017
➤ University Examinations	-	25 th April 2017 onwards

Schedule of Admission (2016-17)

Admission Time : 9:00 a.m. to 2:00 p.m.

Under Graduate Courses

Last date for submission of admission forms
29-06-2016 upto 3 pm

Post Graduate Courses

Last date for submission of admission forms
29-06-2016 upto 3 pm

Under Graduate Courses		Post Graduate Courses			
Display of Lists	Last Date to Deposit Dues	Display of Lists	Last Date to Deposit Dues		
First List	01.07.2016	07.07.2016 upto 3:00 p.m.	01.07.2016	11.07.2016 upto 3:00 p.m.	
Second List	08.07.2016	11.07.2016 upto 3:00 p.m.	Second List	12.07.2016	16.07.2016 upto 3:00 p.m.
Third List	12.07.2016	14.07.2016 upto 3:00 p.m.	Third List	17.07.2016	21.07.2016 upto 3:00 p.m.

Note : IInd and IIInd list will be displayed in case seats remains vacant.

Normal Admission UG closes on 14.07.2016 and PG on 21.07.2016

U.G. Classes will start from 15.07.2016 and P.G. from 22.07.2016

Admission with Late Fees		
UG	Admission with late-fee of Rs. 100/- per student with the permission of the Principal	15.07.2016 to 23.07.2016
	Admission with additional late fee of Rs. 100/- per day per student with the permission of the Principal	25.07.2016 to 30.07.2016
PG	Admission with late-fee of Rs. 100/- per student with the permission of the Principal	22.07.2016 to 29.07.2016
	Admission with additional late fee of Rs. 100/- per day per student with the permission of the Principal	30.07.2016 to 06.08.2016

Academic Calendar for Session 2016-17

In Odd Semester	For Under-Graduate Courses	For Post Graduate Courses
Admissions	01.07.2016 to 14.07.2016	01.07.2016 to 21.07.2016
Teaching	15.07.2016 to 11.11.2016	22.07.2016 to 16.11.2016
Examinations	12.11.2016 onwards	17.11.2016 onwards
Winter Vacations	19.12.2016 to 01.01.2017	19.12.2016 to 31.12.2017
In Even Semester		
Teaching	02.01.2017 to 25.04.2017	02.01.2017 to 25.04.2017
Examinations	26.04.2017 onwards	26.04.2017 onwards
Summer Vacations	06.05.2017 to 30.06.2017	06.05.2017 to 30.06.2017

A sub-committee of the IQAC analysed the feedback received from various stakeholders particularly students. The committee observed that there were no major complaints or suggestions regarding academic or teaching-learning in the college. A few students had suggested the introduction of the more courses in the college like M.Com., M.A. Pol Sc. etc. Some students had returned about facilities like drinking water and better cleaning of toilets.

The committee recommended immediate action for drinking water and toilet facilities. Suggestions regarding introduction of new courses were sent to governing body for further action.



MARKANDA NATIONAL COLLEGE

Ph.: - 01744-240152


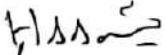
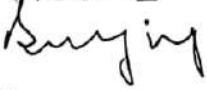


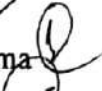


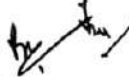





Shahabad – Markanda -136135 (Kurukshetra)

Ref. No. MNC/16/.....

Date: 22/11/2016

NOTICE

A meeting of the IQAC will be held on 25.11.2016 at 12:00 noon. All are requested to make it convenient to attend.


- a) 1. Dr. Ashok Kumar, Principal – Chairperson 
- b) (i) Prof. Harpal Singh 
(ii) Dr. Sanjay Kumar 
(iii) Prof. S.S. Kajal 
(iv) Mrs. Kalpna 
(v) Dr. Shalini Sharma 
(vi) Dr. Tarun Kansal 
- c) (i) Sh. S.S. Ahuja (Alumni) 
(ii) Sh. Yash Pal Wadhwa (Management) 
(iii) Sh. Kesar Dass Gambhir (Management) 
(iv) Sh. Gian Chand, Head Clerk 
- d) 1. Dr. Jawahar Lal – Co-ordinator 
- e) (i) Harshdeep, B.A. III (Student) 
(ii) Jagmohan, B.Sc. III (Student) 







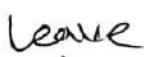






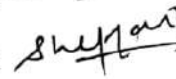

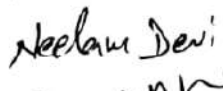

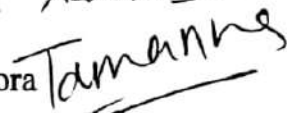











PRINCIPAL

M. N. College, Shahabad Markanda.
TEACHING STAFF CIRCULAR

Date: 13.02.17

All the staff members should note the minutes of the meeting of IQAC held on 25.11.16 at 12:00 noon in the office of the Principal which are circulated herewith for information and necessary action as per the contents in the minutes.


Principal

- | | |
|---|---|
| 1. Mrs. Sadhna Kohli  | 17 Dr. Dev Raj Sharma  |
| 2. Mrs. Manju Gupta  | 18 Mrs. Bhawna  |
| 3. Sh. Harpal Singh Saini  | 19 Ms. Pooja Rani  |
| 4. Dr. Sukhpal Varni  | 20 Ms. Dolly Kush  |
| 5. Dr. Sanjay Kumar  | 21 Ms. Mannu Sachdeva  |
| 6. Sh. S.S. Kajal  | 22 Ms. Simran  |
| 7. Sh. Gurnam Singh  | 23 Mrs. Sheffali  |
| 8. Mrs. Kalpna  | 24 Ms. Neelam Devi  |
| 9. Dr. Bhupinder Tanwar  | 25 Ms. Tamanna Arora  |
| 10. Dr. Jawahar Lal  | 26 Ms. Shikha Mittal  |
| 11. Dr. Chuhar Singh  | 27 Dr. Amit Verma  |
| 12. Dr.(Mrs.) Shalini Sharma | 28 Mrs. Megha Manchanda  |
| 13. Sh. Suresh Kumar  | 29 Ms. Monika Vats  |
| 14. Dr. Tarun Kansal  | 30 Ms. Ritu Chhabra  |
| 15. Mrs. Bhavini Tejpal  | |
| 16. Mrs. Prachi Arora | |

A meeting of Internal Quality Assurance Cell (IQAC) was held at 12:00 noon on 25.11.2016 in the office of the Principal, Markanda National College, Shahabad Markanda.

The following members were present :

1.	Sh.Yash Pal Wadhwa	President, Governing Body	Management
2.	Dr. Ashok Kumar	Principal	Chairperson
3.	Dr. Jawahar Lal	Assistant Professor	Co-ordinator
4.	Sh. Harpal Singh	Associate Professor	Member
5.	Dr. Sanjay Kumar	Associate Professor	Member
6.	Sh. S.S. Kajal	Associate Professor	Member
7.	Mrs. Kalpna	Assistant Professor	Member
8.	Dr. Tarun Kansal	Assistant Professor	Member
9.	Dr.S.S. Ahuja	Principal, GSSS, Nalvi	Member, Alumni & Society
10.	Sh. Gian Chand	Head Clerk	Member
11.	Sh. Harshdeep	Student (B.A. III)	Member
12.	Sh. Jagmohan	Student (B.Sc. III)	Member

After the confirmation of the minutes of the last meeting held on 6.11.2015 at 2:15 p.m. by the chairperson, the following issues were discussed:

1. As accreditation by NAAC is mandatory for colleges and it is due since six years so it was suggested that college should apply for accreditation by NAAC. The task should be completed up to the end of March, 17. It was decided that all the staff should prepare the data of their respective departments as per the norms of NAAC.

Dr. Sanjay Kumar, Co-ordinator, NAAC apprised the Members of the progress for the preparation of SSR. It was resolved that the NAAC work should be expedited.

2. It was suggested that like alumni meet, meetings of parents (PTM), students should be arranged regularly to get feedback. The analysis of the feedback should be provided to the concerned faculty for necessary action.

A sub committee of the following members was constituted:

- a) Sh. S.S. Kajal, Incharge
- b) Sh. Harpal Singh
- c) Dr. Jawahar Lal
- d) Dr. Shalini Sharma

3. The members appreciated the work done in the college in the form of Smart Room and Herbal Park.

4. The members congratulated the teachers who have started regular teaching through Power Point Presentations. It was suggested that the use of audio visual aids by teachers should be further increased. Students should also be motivated to prepare their Power Point Presentations on specific topics of their interest and deliver before the class.

5. As in previous meeting, it was again suggested that expert counselors should be invited in the college from other Institutions/Universities from time to time to deliver extension lectures on important topics for improving the communication skills/soft skills of the students. It was decided that extra emphasis should be given on spoken English and on teaching of grammar.

Mrs. Kalpna, Assistant Professor of English will look after the work on organization of extension lectures by experts and workshops related to communication skills programmes.

6. To improve the technical and practical skills of the students, it was suggested that educational tours should be arranged to visit in the industries/workshops/scientific labs etc. so that students should gain the practical knowledge of the subject.

Sub-committee to organize educational-cum-industry bridge tours

- a) Dr. Sanjay Kumar
- b) Sh. S.S. Kajal
- c) Dr. Jawahar Lal

7. It was resolved that teachers should evaluate academically the students at the beginning of each session so that an extra classes for week and meritorious students are arranged.

8. It was suggested that the teachers who are non Ph.D. should be motivated to pursue their Ph.D. work to enrich the subject contents. The Ph.D. teachers should apply to UGC for Minor/Major Research projects in their concerned subject.

9. Dr. Jawahar Lal, Co-ordinator, IQAC informed that it is mandatory teachers to fill up the API performa every year to get next step promotion. They should submit the proforma with documents for proof at the earliest.

10. It was suggested that bookshelves should remain open in the library for students so that they may consult any reference or text book of their interest in the free period.

11. It was also suggested that at the time of admission a counselling committee should be formed so that students may opt for proper subject combinations taking into consideration the future aspects of the course.

The following committee was constituted for this purpose :

- i) Mrs. Kalpna Punia
- ii) Dr. Jawahar Lal
- iii) Dr. Tarun Kansal

12. Some more job oriented subjects/courses should be introduced keeping in view the demand of the society concerned.

13. It was suggested that more furniture should be provided in the college canteen.

14. College should prepare annual budget estimation for the expenditure for the financial year so that all the activities are conducted in a streamlined way.

15. It was suggested that names of the toppers/merit holders and blood donors be displaced on different boards so that the students may be inspired and may work hard for their study and social activities.

Dr. Tarun Kansal was appointed to collect the data concerned and for preparation of boards.

With a vote of thanks the meeting came to an end.



Chairperson



Co-ordinator



Ph.: - 01744-240152

MARKANDA NATIONAL COLLEGE

Shahabad - Markanda - 136135 (Kurukshetra)

MNC/17/

Date: - 18.05.17

A meeting of the Internal Quality Assurance Cell (IQAC) will be held today i.e. 18.05.17 at 12:45 p.m. in the office of the undersigned. You are requested to make it convenient to attend.

1. Dr. Ashok Kumar, Principal - Chairperson *Ashok Kumar*
2. Sh. Yash Pal Wadhwa (Management)
3. Sh. Prem Nath Gambhir (Management) *Prem Nath*
4. Sh. Ashwani Kumar Kalra (Management) (Special invitee) *Ashwani Kumar*
5. Dr. Jawahar Lal, Co-ordinator *Jawahar Lal*
6. Sh. Harpal Singh Saini *Harpal Singh*
7. Dr. Sanjay Kumar *Sanjay Kumar*
8. Sh. S.S. Kajal
9. Mrs. Kalpna *Kalpna*
10. Dr. Shalini Sharma
11. Dr. Tarun Kansal *Tarun Kansal*
12. Sh. Gian Chand *Gian Chand*
13. Sh. S.S. Ahuja, Principal, Govt. School, Nalvi
14. Harshdeep, B.A.III (Student) *Harshdeep Chugh*
15. Jagmohan, B.Sc.III (Student) *Jagmohan Singh*

Jawahar Lal
(Co-ordinator)

Ashok Kumar
Principal

Minutes of the meeting of IQAC held on 18.05.17 at 12:45 pm in the office of the Principal.

The following members were present in the meeting:

1. Dr. Ashok Kumar, Chairperson
2. Sh. Prem Nath Gambhir, Managment
3. Sh. Ashwani Kumar Kalra, Managment
4. Dr. Jawahar Lal, Coordinator
5. Sh. Harpal Singh Saini, Deptt. of Pol.Sc.
6. Dr. Sanjay Kumar, Deptt. of History
7. Mrs. Kalpna, Deptt. of English
8. Dr. Tarun Kansal, Deptt. of Mathematics
9. Sh. Gian Chand, Head Clerk
10. Mr. Harshdeep, Student
11. Mr. Jagmohan, Student

The following matters were discussed:

1. Proceedings of the last IQAC meeting which was held on 25.11.16 were read out and confirmed by Chairperson.
2. Accreditation of the college by NAAC Committee is due. The site prescribed by UGC for the same is blocked due to some revisions in the NAAC performa for three months. It is expected to reopen in the month of July, 2017. It was decided that online submission of SSR should be completed in the month of July.
3. The facility of e-journals and e-books be provided in the Library for the benefit of students and teachers so that they may consult any book or research journal online.
4. List of meritorious students in all streams should be displaced on boards with effect from session 2012-13. Dr. Tarun Kansal was appointed as incharge for the same.

5. Teachers appointed in the college on or after 01.01.2006 should be informed in written that they should submit their API performa in duplicate to the office upto 15 June, 2017 for their promotion to next grade. For claim of marks in any category as given in performa, documentary proof is mandatory.
6. Alongwith the class tests, the tests of duration 1:30 Hrs/2Hrs should be conducted for the improvement in the quality of education. Checked assignments should be submitted to the examination Cell. The marks of exam test and assignments should be displayed on the notice board one month before the commencement of final exams.
7. Sh. Ashwani Kumar Kalra be included member of IQAC Committee from management side to get the benefit of his experience in the progress of college.
8. Atleast two more students on roll should be added in the committee because Mr. Harshdeep and Mr. Jagmohan have completed their UG degree. They may be retained in the committee as Almuni members.
9. As UGC provides minor projects to Assistant Professors, staff members specially who are Ph.D should apply for minor projects to UGC. However, any Assistant Professor can apply for the same.
10. Students of 12th class from different nearby schools should be invited to the college to familiarize them about the facilities which the college is providing.
11. The staff members should prepare a questions bank of important questions and prepare the students accordingly for exams after the completion of syllabus.
12. With a vote of thanks the meeting came to an end.

Confirmed.
Ashwani Kumar
15.2.18

Ashwani
18.5.17
(Coordinator)