Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MARKANDA NATIONAL COLLEGE**
Name of the head of the Institution	**Ashok Kumar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01744-240152**
Mobile no.	**9416144789**
Registered Email	**mncshahabad@yahoo.co.in**
Alternate Email	**mncshahabad@gmail.com**
Address	**Ladwa Road, Shahabad Markanda**
City/Town	**Kurukshetra**
State/UT	**Haryana**
Pincode	**136135**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Jawahar Lal**
Phone no/Alternate Phone no.	**01744240152**
Mobile no.	**9466435456**
Registered Email	**laljawahar456@gmail.com**
Alternate Email	**mnciqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mncshahabad.com/iqac/aqar/

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://mncshahabad.com/academic-calender/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**73.00**	**2003**	**21-Mar-2003**	**20-Mar-2008**
2	**B**	**2.44**	**2019**	**01-May-2019**	**30-Apr-2024**

6. Date of Establishment of IQAC

20-Apr-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Extension Lecture on Quantum Chemistry	**11-Sep-2019** **01**	**50**

Career Counselling Workshop	05-Feb-2020 01	100
Visits of students to Haryana Vidhaan Sabha	22-Feb-2020 01	24
Educationall trip for final year students	14-Sep-2019 02	40
Workshop on Legal Literacy	14-Jan-2020 01	60
Extension Lecture by Punjabi department	07-Nov-2019 01	50
Financial Assistance to Faculty for attending seminars/conferences	01-Jul-2019 365	5
Expert Lecture on Cyber Security	21-Sep-2019 01	200

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	Not Applicable	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. The IQAC of the college proposed the installation of WiFi in the campus to make the students and staff enable them to delivers/attend online classes. The proposal has been accepted and the WiFi facility is installed in the campus.

2. As suggested by the NAAC peer team to IQAC of the college, and the subsequent proposal by the IQAC a smart room with Modern teaching Aid is under construction and will be in use from session 2020-21.

3. In order to avoid the disturbance in teaching due to electricity failure and to avoid the noise in campus, a silent electric generator is installed in the campus.

4. The auditorium roof was get renovated as suggested by the IQAC

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

Plan of Action	Achivements/Outcomes
Celebration of important days like Birth and death anniversary, Independence and Republic day, Haryana day, UNO Day, Flag Day, Youth Day, Women Day and Science Day to make the students aware regarding Truth, Righteous conduct, Love, NonViolence and peace) national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties	1. The Independence Day was celebrated in the college on 15.08.2019. 2. National NSS day was celebrated by NSS volunteers on 24.092019. 3. National Flag was celebrated on 16.11.2019. 4. International Yoga Day was celebrated on 21.06.2020. 5. Republic Day was celebrated on 26.01.2020. 6. Hindi Diwas was celebrated on 14.09.2019. 6.Flag day was celebrated by NCC unit of the college.7.Youth day was celebrated on 12 Jan 2020. 8.Women day was celebrated on March 08,2020.Science day was celebrated on 28.02.2020.
For holistic development of the students, organization of Speech declamation contest/ Talent show with different activity	1. A Talent Search Competition was organized on 31.08.2019 for UG and PG students of the college. The poetry, Debate, Painting and cultural events like Speech, Singing and dance competitions were organized. About 150 students participated in various events and the winner of individual events were awarded with cash prizes. 2. Hindi Diwas was celebrated in collaboration with Haryana Sahitya Academy, Panchkula for the students of the college on 14.09.2019. Speech and poetry competition were organized and winner of the events were awarded with cash prizes and certificates to encourage the other students. 3. A State Level Easy Writing Competition was organized

	by Department of English on 05.11.2019. 11 teams from different colleges including host college participated in the competition. 4. A State Level Inter College "Prof. Rajeshwar Shokh Memorial Poetry Recitation Competition" for students was organized on 06.03.2020. 30 participants took part from different colleges in different languages participated and a running trophy was given to winning team. 5. Women cell of the college organized a Rangoli and Mehandi competition. About 30 students participated in the competitions.
Apart from regular curriculum delivery quizzes/educational trips and tours/ extension lectures on different topics within and out of the prescribed syllabus/ education or Business fair/ Youth Parliament for the students	1. An expert lecture on 'cyber security' was organized on 21.09.2019 by the department of Physical Education. SH. Ramesh Kumar Chauhan, DSP Chandigarh Police was the resource person. 2. A State Level Essay Writing Competition was organized by Department of English on 05.11.2019. 11 teams of different colleges participated in the competition, 3. AN extension lecture on "quantum Chemistry" was organized by the department of chemistry. Dr. Hardeep Anand was the resource person. Nearly 50 students and faculty of Science department attended the lecture. 4. An extension lecture was organized by the Department of Punjabi on the topic "Contribution of Guru Nanak Dev Ji to Society". Dr. Narender Pal Singh from Guru Nanak Khalsa College was the resource person. 50 students attended the program. 5. An extension lecture was delivered by Mr. Srikant on the topic "Career Guidance and Opportunities". Smt. Urmil Sheokand (Distt. Employment Officer), Dr. Neeraj Jindal, Sh. Dharmveer Mirjapur, Disst President BJP, Kurukshetra was present on this occasion. 6. Educational trips for BA and B Com final year students on 14.09.2019 to 16.09.2019 for boys and 12.10.2019 for girls at Kasauli were organized. 7. A workshop on legal literacy on 14.01.2020 and a camp on Legal Literacy and awareness on 11.01.2020 was organized for students to make them aware them about their rights related to arbitrary assert and related fundamental rights. 8 A visits for the commerce students to Haryana Vidhan Sabha was organized on 22.02.2020 to see the live proceedings of the Budget session.

For the benefit of students admitted in degree classes, A revision/Bridge course and Orientation course for Ist year students	A one week revision cum Bridge course classes before orientation Programme on 01.08.2019 for newly admitted students was conducted.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Markanda National College Governing body	23-Dec-2020

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

Date of Visit	17-Apr-2019

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	27-Jan-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

College receives the curriculum from the affiliated university i.e Kurukshetra University, Kurukshetra and follows the curriculum formed as per the guidelines of University Grants Commission, approved by the Board of Studies of the university for schedule and rules of admission, registration etc. M.N.College has a clear focus on quality education to all. In order to achieve this goal, a well-planned step-by-step process is framed and implemented. Pre-Session Procedures:- 1. The feedback and updates are taken from the university about the syllabus, changes addendums if any applied on the existing curriculum and syllabus. 2. The concerned teaching staff is provided with academic curriculum for their comments and clarifications, if any. 3. The curriculum design offers a wide range of subjects to fulfill the diverse needs of local and regional learners and is uploaded on the website of the college as per the instructions from the university and DGHE (Director General Higher Education) Haryana. Commencement of the Session:- 1.From this session, as per the decision of IQAC,the college has started conducting a one week bridge course for all the

students.2. Every year an Orientation Course is organised in the college for the fresh students. During this course, all the new students of the college are informed in detail about the working system and study plan in the session of the college and the University. The examination pattern and tentative schedule are also explained to them. 3. The complete information about time table, adjudged teaching staff and allocation of classrooms is given to students orally and is displayed on Notice Board. 4. Complete Lesson Plans of each subject and each teacher are conveyed to the students and uploaded on the website of M.N. College. 5. For effective implementation of the curriculum, each faculty gives two assignments and one unit test in each semester which is mandatory for all students. In addition to it the students are taken into learning stream through class tests, assignments, surprise tests, black board tests. The unit tests are the full rehearsal of final examinations in which students get a feel of semester examinations. 6. Emphasis is also laid on Industrial Visits, Extension lectures by experts, Seminars and Educational tours during the session. 7. To compete with the technological demands of the modern era, the college insists the faculty members to follow innovative pedagogy of teaching methods such as internet, e-notes and LCD Projectors apart from traditional Chalk and Talk method. To expatiate the art of ordinary, the literature department handles the lectures in eloquent and impressive way. 8. The institution assists in the implementation of the curriculum by implementing/following all the decisions of Governing Body meetings, staff meetings, departmental meetings etc. 9. To that end, IQAC has been entrusted with the responsibility to collect and analyze the data from the students, teachers and the non-teaching staff and submit reports to the Principal and convener of the IQAC. The IQAC considers the report to be the chief indicator of performance and uses it to measure the achievements of the

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Not Applicable	01/07/2019	00	Not Applicable	Not Applicable

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Not Appicable	01/07/2019
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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	Not Applicable	01/07/2019

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

	Certificate	Diploma Course
Number of Students	0	0

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

Environmental Studies	01/07/2019	314
Computer Awareness Level-1	01/07/2019	196
ICT	01/07/2019	10
Retailing	01/07/2019	8
PG Diploma in Yoga	01/07/2019	17

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Hydrophonics	5

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Nill
Parents	Nill

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

Feedback Obtained

Markanda National College maintains an I.Q.A.C. as quality consistency and quality enhancement measures. The I.Q.A.C. has an effective feedback procedure to collect the feedback from various stakeholders such as students, teachers and alumni. The I.Q.A.C. analyses the feedback and efforts are made to address every stakeholder's opinion. They are encouraged to express their honest opinion about the course contents, teaching methodologies, curriculum design, support services through library and administration. Regular meetings of the heads of the departments with the principal and I.Q.A.C. also provide the platform for feedback and interaction. Due emphasis is being given on the importance of interdisciplinary approaches and methodologies with a view to sharpen the overall skills of the students. The I.Q.A.C. has been infusing a sense of belongingness into the entire teaching faculty of the institution. The I.Q.A.C. organizes faculty development programmes, parent teacher meetings, departmental meetings, workshops, seminars every year to enhance the professional competency and teaching pedagogy of the faculty. The college makes various efforts to integrate socially relevant issues into the curriculum with the help of the different cells functioning in the college like Career Guidance Cell, SC-ST Cell, Women Cell, NCC and NSS. A direct thrust is visible in course curriculum on issues like gender equality, population control, health problems, social justice and environment, protection etc. Under the supervision of I.Q.A.C., various departments and committees reinforce the curriculum by incorporating update information on academic and social issues.

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
PG Diploma	Yoga	40	24	17
MA	English	40	17	10
BCom	General	200	188	60
BSc	NM and CS	100	87	24
BA	General	320	380	230
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	725	31	28	3	0

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	Numberof smart classrooms	E-resources and techniques used
21	21	10	2	2	4
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College is concerned about holistic development of its pupils. Student mentoring is very much required to morally uplift students from the humble background. The college has adopted this practice on a serious note in order to bridge the communication gap to anchor the students on cognitive and emotional level. The main objective of the practice is to provide freedom to the students to approach faculty members in a free and fair manner. This practice brought to fore many personal problems of the students and the college has pitched in to mitigate the issues to the extent possible. The IQAC allocates mentors of various classes and the students are communicated through notices. The topic of the mentorship class is communicated well in advance among mentor and mentees. The students are given enough time to come prepared in advance to speak out their mind on the selected topic. Almost each Saturday of working day in a week is delineated for mentorship classes of one hour duration. The topic of the class is assigned keeping in view holistic development of students viz. communication skills, time management, career, environment, moral values, ethics, prevention of drug abuse, political, gender-equality, psychological, spiritual etc. The mentors are in touch with mentees in order to identify strengths and weaknesses in all fields. The mentors make sure to bring forward the students and motivate them to speak in front of mentorship group. The following outcomes are assessed through mentorship program: • It helps to identify hobbies and fields of students. • It is a mechanism to motivate students. • It helps to understand the academic and psychological needs of students, which eventually leads to guiding them accordingly. • It helps to conduct regular counselling sessions for building discipline among students. • To encourage students to actively participate in multi-skilled activities such as curricular, co-curricular and extra-curricular. • The feedback is taken at the end of the mentorship sessions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

756	21	1:36

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
24	21	3	0	12

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. Ashok Kumar	Principal	Appreciation award on Shikshak Samaan Divas

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	nil	nil	01/07/2019	30/06/2020

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

The evaluation of learners is a practice which determines the methods and measures to evaluate understanding of learners in an academic institute. The College is following the evaluation methodology of Kurukshetra University, Kurukshetra. Hence, the rules and regulations of Kurukshetra University, Kurukshetra are implemented with regard to evaluation system and it forms an integral part of teaching-learning process. The University conducts semester end examination of 80 total marks and provides 20 of total marks assessment to be conducted at College level on the basis of 5 marks for attendance, 10 marks for two assignments and 5 marks for internal class test of student in each subject. The College has made its reform in evaluation system since 2017. The 5 marks of total marks assigned for class test were taken non-seriously by students and identification of slow learners was unfeasible. Hence, IQAC of the college proposed to conduct internal class test on the basis of University exam pattern. The test was allotted 1.5 hrs duration of 40 marks. Hence, this system got adopted in 2017 onwards. A structured evaluation system has been designed and implemented. The examination committee after conducting exams awards the marks on proportionate basis out of 5 marks as per University guidelines. Besides, the above system, faculty members also conduct short tests, quizzes, group discussions regularly. The internal evaluation system is transparent and effective in recognizing fast and slow learners. The award lists are displayed on the notice board before semester exams. This helps the students to assess and analyze their strengths and weaknesses and eventually improves their performance in University exams.

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

Kurukshetra University, Kurukshetra releases its Academic Calendar for UG and PG courses, which is applicable to all the affiliated colleges. It consists of schedule of commencement and termination dates of semesters along with mid-term/term-end exam dates and vacations/holidays. The College prepares its separate academic calendar also in order to improve its internal evaluation system as per customized demand. The Principal of the College under his guidance appoints a committee to prepare the academic calendar of the college. The committee members of the academic calendar communicate with the stakeholders and gather inputs. After thorough deliberations with IQAC and the Principal, the committee finalizes its report in the form of Academic Calendar. The College is conducting its own mid-term exam for 40 marks on the pattern of University examination and students are evaluated out of 5 marks on proportionate basis. The Principal conducts curricular and extracurricular review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. The College is conducting mentorship classes on every Saturday basis and extra lectures are scheduled to support laggard students before university examination. The College also makes provision of competency enhancement activities like industrial visits, quiz competitions, essay writing competitions and other value enhancing programmes like water conservation drive, tree plantation, Swachhta Abhiyan, Hindi Diwas, Blood Donation Camp are also included in the schedule. Knowledge enhancement programmes like voters awareness, extension lectures along with skill enhancement programmes like business fest etc. are also promoted. To promote extra co-curricular activities Talent Finding Show, Youth Fest, Annual Athletic Meet, NSS/NCC camps are also added in the schedule. The academic calendar indicates the annual working days of faculty members, admission period, examination and evaluation period as per university guidelines. The total working days, as provided by the university are reserved for teaching work and remaining days are used for co-curricular and extra-curricular activities. Working days are strictly followed as per university guidelines.

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://mncshahabad.com/lesson-plan/

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
0	BA	NA	0	0	0
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2.7 – Student Satisfaction Survey

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

http://mncshahabad.com/wp-content/uploads/2020/07/Student-Satisification-Survey-2019-20.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
Any Other (Specify)	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
An overview of Intellectual Property Rights	IQAC, Markanda National College, Shahaabd	02/05/2020

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
Method of preventing radioactive gas to diffuse indoor environment by forming concrete with shielding effect	Amit Kumar, Inventor	The patent Office, Govt. of India	29/06/2020	Patent/Research and Innovation

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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
M N COLLEGE SHAHABAD, MARKANDA	HYDROPONICS	M N COLLEGE, SHAHABAD MARKANDA	HYDROPONICS PLANT	Agriculture	01/07/2019

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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	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)

International	Physics	2	1.5
International	Hindi	1	0
International	English	3	0
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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
Nil	0
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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
Radiation doses due to background radioactivity in soil from inhabited area of Northern Haryana	Amit Kumar	AIP Proceeding	2019	2	Markanda National College Shahabad Markanda	1
A study on radionuclides content and radon exhalation from soil of Northern India	Amit Kumar	Environmental Earth Sciences	2019	1	Markanda National College Shahabad Markanda	1
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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
A study on radionuclides content and radon exhalation from soil	Vandana Devi, Amit Kumar, Rishi Pal Chauhan	Environmental Earth Sciences	2019	1	1	2

| of Northern India | | | | | | | |
| Radiation doses due to background radioactivity in soil from inhabited area of Northern Haryana | Vandana Devi, Amit Kumar, Rishi Pal Chauhan | AIP Proceeding | 2019 | 1 | 2 | 2 |

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	148	0	0
Presented papers	9	18	0	0
Resource persons	0	4	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	HDFC Bank	6	20
Blood Donation Camp 22.02.20	Rishi Welfare Trust	21	95

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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
NA	NA	NA	0

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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 activites	Number of students participated in such activites
Given in Eacxcel	File uploded	see attachment	0	0

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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
0	0	0	0

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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
Training Programme	Tally	0	01/07/2019	30/06/2020	8

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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
Shiksha Foundation,Kurukshetra	01/10/2019	Tally Course training	9

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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
1200000	1141364

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

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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
LIMT	Partially	5.6.1	2015

4.2.2 – Lilbrary Services

Library Service Type	Existing	Newly Added	Total

Nill	0	0	0	0	0	0

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
00	0	0	01/07/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	45	3	7	3	3	4	5	10	10
Added	0	0	2	1	0	0	0	40	0
Total	45	3	9	4	3	4	5	50	10

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

50 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
0	[0](0)

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 incurredon maintenance of physical facilites
500000	482862	200000	166702

 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 Physical, Academic and Support Infrastructure facilities at Markanda National College, Shahabad Markanda are augmented and maintained regularly. The major stakeholders of the College are kept in mind while planning, procurement and implementation of any types of facility. The College has a regular feature of enumerating various committees to look after development of infrastructure facilities in the College. The college has well defined mechanism and procedures to look after requirements, feasibility and economic viability of the requirement, procurement, monitoring and maintenance of assets and allied infrastructure. The recommendations of various committees are looked after by the Managing Committee of the College to approve and sanction the required facilities. After the approval of the management the required item is purchased

and entered in the stock register. The Conveners of committees maintain the repair, stock verification and writing off processes. The procedures for maintenance and utilization of physical, academic and support facilities are as following: 1. Laboratory – At the time of admission, the students who got enrolled for laboratory related programmes are charged laboratory expenses as a part of semester fees, as per the guidelines of the affiliating University and DHE, Haryana. New equipment are purchased out of the charged fees and in addition to that regular maintenance amount is spent on calibration, repair and maintenance of laboratory equipment. The HOD's of respective departments supervise the record and Laboratory Technicians looks after the maintenance aspect. 2. Library – The Library committee of the college defines the policies and procedures of the MNC Library. After getting sanction from the Principal, books, databases and other resources are procured on the demand of the HOD's. The Library has well defined rules and regulations for usage, maintenance and procurement of library sources and services. The weeding out of old books takes place after due sanction of the Principal. 3. Sports Complex – The Sports ground of the College is used extensively by the bonafide students and local community. The teacher of Physical Education is in-charge of the sports complex. The College has international standard Indoor Badminton court, 200 mtr Athletic track, Volleyball ground, Basketball ground, Yoga Lab etc. The physical education students have brought laurels to the college in various sports and games held at National and International Levels. The College is open on sports facility and is supporting the young men and women to achieve their goals. 4. Computers – The College is having two computer labs with 30 computers in it. The labs are connected to BSNL wi-fi facility to provide internet access to students. The college is having browsing center at Library also where students are encouraged to access digital resources. 5. Classrooms - The College has various committees for maintenance and upkeep of infrastructure. The College has adequate furniture and electrical facility available in each classroom. The classrooms and furniture facilities are utilized regularly by the faculty and students. Sometimes governmental and the non-governmental organizations are utilizing it for conducting events like Election, HSSC exams, High Court Exams, Sports trainings.

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	Freeship	35	300120
Financial Support from Other Sources			
a) National	Post Matric Scholarship for SC//BC students	208	1805150
b)International	Nil	0	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 implemetation	Number of students enrolled	Agencies involved

Career Guidance and opportunity	25/07/2019	80	District Employment Office, Kurukshetra
Mentoring	01/07/2019	754	Markanda National college, Shahabad
Career Counselling Workshop	05/02/2020	50	Lovely Professional University,Jalandhar

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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 passedin the comp. exam	Number of studentsp placed
2020	Nil	0	0	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	00	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	45	B.Com, B.Sc, and BA	Science, ARt and Commerce	Kurukshetra University, Mullana University, SD College,Ambala, Galaxy Global Group of institution	MBA, M.Com, M.Sc (Math), MA (ENG), B.Fad,MA (Pol Science)

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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	1
No file uploaded.	

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

Activity	Level	Number of Participants
Prof. Rajeshwar Shokh Memorial poetry recitation competition	State level	30
Annual Athletic Meet	Institution Level	100
Easy Writing Competition	State Level	22
Talent Search Competition	Institution Level	150
Hindi Divas Celebration	Institution Level	25
Rangoli and Mehandi Competitions	Institution Level	30
State Level Science Quiz competition	State Level	36
Inter college Handball	National Level	8
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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
2020	Gold Medal	National	1	Nill	Sidharth Gaur	Sidharth Gaur
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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 provision for the constitution of the Students Council in the Colleges of Haryana was introduced from the session 2018-19. The Student Council comprises an elected Student President, Vice-President, General Secretary, Treasure and five executive members. The Students Council is involved in several decision-making forums including administration of student discipline. The problems faced by the students regarding infrastructural facilities, academics and administrative services etc. are also put forward to college administration by Students Council. The President of Students Council also inputs suggestions during fresher assembly/orientation programme, annual function and sports meet. The Principal of the college makes it convenient to arrange meetings from time to time with Students Council to resolve the academic and administrative issues and receive suggestions to inculcate in organizing the activities of the college. The college ensures the representation and participation of students

in all activities through various administrative and academic bodies/committees of the institution. The students are members of various committees viz Cultural Activities Committee, Career Guidance and Placement cell, Sports Committee, Library Committee, Alumni Association, Women Cell, Magazine Committee, Red Ribbon Club Committee, Blood Donation Committee, Red Cross Committee constituted at the start of every session. The students in these committees help the incharges of respective departments for smooth functioning and maintenance of activities. The class representatives of every class put forth their suggestions through meetings and mentorship classes. Activities run by NCC and NSS like rallies on social issues, camps etc. are governed by team incharges constituted by NCC and NSS officers. Piloting of Chief Guest by NCC cadets during functions is a regular feature of the institution. Present students and alumni are members of IQAC. They give their suggestions in planning the academic calendar and extension activities to be held in the college and help in executing the same throughout the year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

59

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

0

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. The Principal of the College is accountable to the Governing body, Affiliating University and to the Director General of Higher Education, Haryana. The teaching and non teaching staff nominates their representatives and they represent the staff in Governing Body meetings of the college held from time to time. No system can work efficiently without the participation of its human force. Hence, the college has developed a mechanism of participation, wherein, teaching, non-teaching staff and meritorious students have been given representation in decision making committees of the college. To maintain proper checks and balances, entire purchase of the college is executed in a decentralized manner. 2. An initiative of Haryana Govt. for developing the leadership quality in students right from their college life, the provision for the constitution of the student's council in the Colleges of Haryana was introduced from session 2018-19. The Student Council comprises of an elected Student President, Vice-President, General Secretary, and Treasurer. The Student Council is involved in several decision-making forums including administration of student discipline. The college ensures the representation and participation of students in all activities through various administrative bodies/committees of the institution. 3. The senior faculty members play a pivotal role in the day-to-day functioning of the college. They are involved in the general administration of the college through various committees viz Advisory Committee, member of governing body, Staff Council etc. to ensure

effective handling of classes and other issues relating to student attendance, discipline and grievances.

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

No

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
Library, ICT and Physical Infrastructure / Instrumentation	**The access to e-pgpathshala, e-gyankosh and SWAYAM and MOOCs programs of the Government of India to make the teaching and learning process more interactive and effective is provided by the MNC Library of M.N. College. In order to provide round the clock Wi-Fi facility with bandwidth more than 50 MBPs for the students, college is in process of purchasing and deploying internet system. The purchase of updated and new instruments in physics lab, chemistry lab, computer lab and Yoga lab is regular practice of M.N. College. The college also plans to provide the LCS for teachers to enable them to record their lectures for students.**
Human Resource Management	**The role of Human Resource Management in Markanda National College is played by the IQAC of the college headed by the Principal and Management. The recruitment, employees and labour relations, reward managements and benefits systems are looked after by the Principal, Deputy Superintendent and Management of the Markanda National College, while the training and development, performance appraisal, focusing on policies and systems related to development of teachers and student are looked after by IQAC. On the basis of feedback received by teachers and students, continuous observations on college daily functioning, the IQAC makes proposals for quality improvement and places before the Principal and governing body for approval.**
Research and Development	**The college encourages the staff to apply for the research projects in various government and Non-Government agencies. In order to increase the participation of teachers in national and international conference/ seminar and workshop, the financial assistance is provided to the faculty and more**

	than 12 numbers of staff members participated in national and international conferences/seminars and workshops. The teachers are appreciated/ motivated for publishing their research papers in national and international journals as a results the faculty published/presented more than 33 papers in National/International journals/conferences.
Examination and Evaluation	The performance of the students is evaluated through the internal examination, assignments and the class attendance. A test of duration 1.30 hrs is conducted in each semester strictly based on the pattern of final examination. The performance of students in Sessional examination is displayed on notice board or discussed in classroom which helps the pupils to remove the weaknesses of the subject. Two assignments related to the curriculum are assigned to each student by their class teachers and evaluated by teachers and marks are shown to the students. Similarly the attendance is another important criterion to evaluate the performance of students.
Curriculum Development	The college ensures the effective curriculum delivery as prescribed by the university through students feedback and representations. The students can also input their suggestions/feedback online for which working page is available on website of college throughout the year.
Teaching and Learning	The IQAC of the college motivates teachers to use modern teaching-aids such as power point presentations, use of laptops, use of CDs, e-journals, DLP for curriculum delivery. The quizzes, extension lectures, seminars, Youth parliaments and workshops are organized related to the curriculum. The field trips, education tours, debates and movies shows are included in regular activity schedule in academic calendar to improve the teaching – learning experience of the students.
Industry Interaction / Collaboration	Field trips and educational tours for students were organized during the session 2019-20. An educational tour for students of BA and B.Com classes was organized for Kasauli from 14.09.2019 to 16.09.2019. 24students of commerce stream visited Haryana Vidhan

	Sabha to see the live proceedings of the Budget session on 22.02.2020.
Admission of Students	Teams of faculty members of Markanda National College visited the nearby schools to make them students aware the procedure of admission, courses, and scholarships available with the college and guide them regarding the choice of career.

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

E-governace area	Details
Planning and Development	Nil
Administration	The Department of Higher education Haryana provides the Aided Management Information System (AMIS) and Employee attendance system which helps in the administration at the college level.
Finance and Accounts	The Account Department of the college uses the fee receipt system provided by the SOFTWARE SOLUTION PROVIDER, YAMUNANAGAR Since 2015. The details of the student fee and other funds can be organized using this software.
Student Admission and Support	The college follows the admission process of the students as per the guidelines given by the Department of Higher Education, Haryana since June 2016. The students fill the online application for the admission on admission portal of Department of Higher Education, Haryana. The allocation of college and courses/Programmes to an individual student is through online system. The college uses the online portal provided by DHE, Haryana with secure login ID and password for admission and student's Return. The whole admission process and support is provided to the student through online system by the college after establishing a help centre in college for all students without any fee.
Examination	For the examinations, the college follows the process defined by the affiliating university. The university provides a unique ID and password for college for examination to every college. The filling of examination form, date sheet, updating of internal assessment and practical marks of the students for the various programmes and courses is made through examination portal of Kurukshetra University,

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nill	Nill	Nill	Nill

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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	Management of Stress and strain	Management of Stress and strain	26/04/2020	26/04/2020	30	5

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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
Fileuploaded	Nill	01/07/2019	30/06/2020	365

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
8	9	4

6.4 – Financial Management and Resource Mobilization

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

Internal audit is conducted by Anurag Chadha and Company, Shahabad Markanda,

Chartered Accountant to evaluate the financial process and maintenance of books as per the Government regulations provided by the Audit Cells of the DGHE, Haryana and UGC. The Audit Report including the observations/ remarks/suggestions raised and prepared by the internal auditing agency is placed before the Governing Body during the general body meetings for their perusal and approval. The Audited statements are submitted to the Government for external audit in order to claim grants entitled under Grant-In-Aid pattern. External Audits are also conducted by the department of Higher Education and Kurukshetra University, Kurukshetra.

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
File uploaded	278300	Scholarship
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6.4.3 – Total corpus fund generated

790468

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	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

One PTM was organized by the women cell on 13/09/2019 and nearly 100 students and their parents attended the function. The parent input their feedback regarding the facilities required for students.

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

1.Advance salary/ financial help given to group-D employees in an emergency. 2. Emergency Medical Aid is provided. 3. Fee concession to wards of staff. 4.Two pais of uniform are given to Class-D employees

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

1. The IQAC of the college proposed the installation of WiFi in the campus to make the students and staff enable them to deliver/attend online classes. The proposal has been accepted and the WiFi facility is installed in the campus. 2. As suggested by the NAAC peer team to IQAC of the college, and the subsequent proposal by the IQAC a smart room with Modern teaching Aid is under construction and will be in use from session 2020-21. 3. In order to avoid the disturbance in teaching and to avoid the noise in campus, a silent electric generator is installed in the campus. 4. The auditorium roof was renovated as suggested by the IQAC

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No

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
2020	Expert Lecture on Cyber Security	27/09/2019	21/09/2019	21/09/2019	100
2019	Extension Lecture by Punjabi department	27/09/2019	07/11/2019	07/11/2019	50
2020	Workshop on Legal Literacy	27/09/2019	14/01/2020	14/01/2020	60
2019	Educational trip for final year students	27/09/2019	14/09/2019	16/09/2019	40
2020	Visits of students to Haryana Vidhaan Sabha	27/09/2019	20/02/2020	20/02/2020	24
2020	Career Counselling Workshop	27/09/2019	05/02/2020	05/02/2020	100
2019	Extension Lecture on Quantum Chemistry	27/09/2019	11/09/2019	11/09/2019	50
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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
International Youth Day	10/08/2019	10/08/2019	22	18
Beti Bachao, Beti Padhao companion	19/10/2019	19/10/2019	25	20
Rangoli and Mehandi Competition	16/10/2019	16/10/2019	30	0

Voter Awareness Rally	08/10/2019	08/10/2019	15	15
Legal Literacy and awareness Camp	11/01/2020	11/01/2020	40	25
Daan Mahotsav	03/10/2019	08/10/2019	10	30
Literary club activity on donation	12/02/2020	12/02/2020	0	170

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
91.85

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	0

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	06/07/2019	3	Water Conservation and safe environment	To save water, To save Environment	30

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Non-Teaching and Support Staff	01/07/2019	All the support staff of this College are required to follow follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines: (i) The support staff should show no discrimination on basis of gender, caste or

religion. (ii) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall they engage themselves in any trade or business within college premises. (iii) They should not hamper the functioning of the college by engaging themselves in political or antisecular activities. (iv) They should not engage in remarks or behaviour that might be considered disrespectful to Principal, their non-teaching colleagues, teaching staff or students. (v) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities. (vi) They should also be responsible for the proper use and maintenance of college equipment and furniture. The support staff should acquaint themselves with the College policies and adhere to them to their best ability. (vii) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them. (viii) Each of them should perform the duties they have been assigned

		sincerely and diligently as well as with accountability. (ix) They should avail of leave with prior intimation to the extent possible. In case of sudden exigencies, information on their absence should be promptly forwarded to the College Authority. (x) No support staff should be under the influence of drugs or alcohol during office hours.
Code of conduct for students	01/07/2019	1. Students must wear their Identity Card. 2. No entry without Identity Card. 3. Students must read the notice board daily before leaving the college to see the latest information/instructions. 4. Students must remain disciplined and show respect towards their teachers, Non-teaching staff and elders. 5. Students are advised not to roam around in the verandahs or outside the classrooms under any circumstances so as to avoid disturbance in teaching. 6. Use of Mobile Phones in the class and corridors is strictly prohibited. 7. The girls as well as the boys should come to the college in dignified and proper dress. 8. Smoking and use of drugs in the college campus is a punishable offence 9 . Keep your campus clean and green. 10. No student should take part in any strike or provoke any other students to go on strike or any illegal activity whatsoever. 11. If the teacher is on leave, the students should go to the college library quietly and read books,

			Newspapers/Periodicals etc. 12. Calling out any student from the class is undesirable and will be considered an act of gross indiscipline. 13. Parents must contact the office to meet their wards, as and when required. 14. Students are not allowed to bring/invite outsiders to the college premises 15. It is mandatory for all the students to be present in the college functions. 16. Students coming to college on two wheelers will not be allowed without helmets and driving license. The students using two wheelers must have the token and should park their vehicle in the parking area of the college.
Code of conduct for Teachers	01/07/2019		The teachers should follow the code of conduct laid down in Haryana Government Service Rules. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A definitive code for this Markanda National College encompasses the following: (i) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge. (ii) Teachers must maintain ethical behaviour in professional practice. (iii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research. (iv) There should be no

conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching. (v) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests. (vi) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract. (vii) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. (viii) Teachers should accord same respect and treatment to the non-teaching staff as they do to their fellow teachers. (ix) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself/herself in his/her field and other related ones in order to upgrade himself/herself and the student community. He/She must also acquaint himself/herself with recent methodologies and other applications. (x) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of subjects. He should involve himself/herself in seminars and conferences/workshops organization and participation. (xi)

Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties. (xii) He/She shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the students should be encouraged to express themselves. Among other things, a teacher should accept constructive criticism. (xiii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them. (xiv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded. (xv) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution. (xvi) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He must participate in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will

generate a holistic development and a congenial relationship with the students. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. They should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration. (xvii)Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college. (xviii) Teachers must maintain cordial relations with the principal and the management in exercise of their duty.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebration	15/08/2019	15/08/2019	80
Gandhis Jayanti Celebration	02/10/2019	02/10/2019	27
National Integration Day	31/10/2019	31/10/2019	7
NCC Flag Day	16/11/2019	16/11/2019	89
Republic Day Celebration	26/01/2020	26/01/2020	53
Blood Donation	22/02/2020	22/02/2020	59
No file uploaded.			

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

1. Tree Plantation 2. Herbal Park 3. Water Harvesting 4. Waste Disposal 5. Plastic Free Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 Title of the Practice: Generous Scholarships and Freeships to

Needy, Meritorious and Extraordinary Students. Objectives of the Practice: As per the "Vision and Mission" document of the College: the vision of the College is to impart education "at affordable cost to all sections of society". It is the mission of the College to "educate the girls of the semi-urban area at nominal cost". Besides, the College Management is of the firm view that no student of the area should be deprived of education due to want of resources. With this vision and mission in mind, the college ensures through Government and Private Scholarships that no one is deprived of the right to education at Markanda National College, Shahabad. The Context: The following two challenges were needed to be addressed before implementation of the policy: 1. Determination of Criteria for selection of needy and deserving students. 2. Resources of funds to disburse scholarships. In a series of continuous discussions in Academic Committee and fee concession committee meetings, it was resolved that criteria-based mechanism be developed to realize the policy on physical plane. The selected criteria fixed for Students for Scholarships and freeships was based on the parameters like fatherless students, BPL category, merit holders, excellence in Sports/Cultural/ Academic activities etc. SC /BC/OBC students are given scholarships as per the norms and directions of the Government. The students of the unreserved categories are given scholarships from the Student Aid Fund (SAF) and from donations received from Management, Trust, Faculty and Philanthropists. The Practice: All the eligible SC/BC students are provided scholarship as per government rules. Their scholarships are transferred directly into their bank accounts by obtaining the bank account details of the beneficiary students. All other students who apply for fee-concession, freeship or scholarship are given financial help on merit of the case. The following categories of students are considered: 1. Fatherless Students 2. Students with good grades (above 85). 3. BPL/Economically Weaker Section students. 4. Extra-Ordinary Sportspersons/Cultural activities students. 5. Special scholarship to all subjects pass girls students of first year. 6. NCC certificate holders The College is receiving generous contribution in the form of financial help from the Management of the College, NGOs, Alumni and Staff Members for this purpose. Some of the eminent organizations, which are contributing generously, are – Rishi Welfare Trust, New Delhi, Professor Vir Sen Vinay Malhotra Trust, Ambala Cantt, Rotary Club, College Clubs etc. The remaining expenditure is met out of the SAF. In this way a large number of students (infact, most of the applicants) are covered under Scholarship/Freeship/Financial aid scheme of the College. The College is prominently contributing in the social welfare of the society by providing affordable and subsidized education to the deserving students. The Girls from economically weaker families are receiving education under this practice of the college. Otherwise, it would have been a distant dream for many. We believe it to be a step forward in the direction of higher education to all in India. Evidence of Success: The results of the practice can be measured in the following manner: 1. The town has a girls' college facility, but due to the practice of helping the needy and meritorious students, the college has witnessed more than 25 girls' student enrollment. 2. The number of sportsperson has increased due to freeships and the performance of the college in the field of sports has also improved. 3. The College is proactive in completing the formalities of the Government social schemes and scholarships to deliver it in the timely manner to the bonafide beneficiary of SC/BC category students. The enrollment ratio of marginalized communities has increased in the past years and has benefitted many of them. 4. The college enjoys the reputation of being an institution providing education on a charitable basis. Problems Encountered and Resources Required: Though the practice is being implemented successfully yet sometimes students try to dodge the system and make an effort to get undue advantage of the practice. However, such issues are tackled strategically by proper vigilance of records by the members. The College wishes to extend the facility to number of other students, but constraint of funds restricts the

forward march. Best Practice-2: Title of the Practice Students: Mentoring System Objectives of the Practice. The College is concerned about holistic development of its pupils. One of the missions of the College states "to create and provide opportunities for the overall development of students". The College is committed to impart education with moral values, ethics and psychological growth of students. The academic environment of the college determines the success flight of students. The cohesive bond of pupil and teacher shapes the future chart of students and lets them to comprehend career paths, psychological behavior and to understand life skills. Hence, the main objective of the practice is to provide freedom to the students to approach faculty members in a free and fair manner. The Context: The catchment area provides students from humble backgrounds and their physical, emotional and psychological needs require to be taken care of by the College. Practice The College started this practice in the year 2017. The college has adopted this practice on a serious note in order to bridge the communication gap and to anchor the students on cognitive and emotional level. This practice brought to fore many personal problems of the students and the college has pitched in to mitigate the issues to the extent possible. The IQAC allocates mentors of various classes and the students are communicated through notices. The topic of the mentorship class is communicated well in advance among mentor and mentees. The students are given enough time to come prepared in advance to speak out their mind on the selected topic. Almost each Saturday of working day in a week is delineated for mentorship classes of one hour duration. The topic of the class is assigned keeping in view holistic development of students viz. communication skills, time management, career, environment, moral values, ethics, prevention of drug abuse, political, gender-equality, psychological, spiritual etc. The mentors are in touch with mentees in order to identify strengths and weaknesses in all fields. The mentors make sure to bring forward the students and motivate them to speak in front of mentorship group. Evidence of Success: The following outcomes are assessed through mentorship program: 1. No. of grievances received has gone down drastically. 2. More students got encouraged and motivated to participate in curricular, co-curricular and extra-curricular activities. 3. Student and Teacher bonding has increased. 4. The attendance percentage of students increased. 5. Counseling sessions helped students to chalk out their careers, academic and psychological growth.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://mncshahabad.com/naac/

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

The College thrust area is to nurture talent in all spheres – be it academics, sports, cultural or any other sphere. Taking into cognizance the distinctive one area where the College is doing exceptionally well is Sports. The town- Shahabad Markanda is considered to be a nursery of Hockey Players. The College is playing a significant role in striving sports culture in the region. The College is providing both indoor and outdoor facilities. It has a well maintained athletic track ground of 200 mts with Handball, Kabbadi, Volleyball, Basketball grounds. The College also has international standard synthetic Badminton Court and a table-tennis hall. The College provides freeship to budding and meritorious sportspersons. The College students are performing brilliantly for National, Inter-University and Inter-College levels in Rifle Shooting, Wrestling, Handball, Volleyball, Kabaddi, Kho-Kho, Judo, Yoga etc. Many students of the College are always representing the affiliated University – Kurukshetra University, Kurukshetra at various levels for the last many

years. The Handball team of the College has the credit of being champion for so many years. The unique feature of the college is that these sport facilities are available not only to the students of the college, but also to its alumni and the society. A large number of youngsters come to the college daily in the morning and evening to prepare for recruitment in Police and Armed forces. The college is running a Badminton Academy in its hall where students of the college get free training and other youngsters get benefitted from a private coach on financially shared basis model. A large number of young children and elders have benefitted from the facility. As a result of this practice, the college is raising some funds also from the society. A large number of senior citizens and others come to college daily for morning and evening walk. In this way, this inclination for Sports is benefitting the students, alumni, local people and the college itself.

Provide the weblink of the institution
http://mncshahabad.com/wp-content/uploads/2020/07/Institution-distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

 FUTURE PLANS OF THE INSTITUITION FOR THE YEAR 2020-21 1. To create clean, green and polythene free campus. 2. To conduct skill based programs for students for prepare the students for employment. 3. To strengthen the conduct of Faculty development programs, training and workshops of faculty members to adopt ICT tools in teaching-learning for quality education and to conduct the classes in virtual mode. 4. To increase digital infrastructure and services to all departments of the college 5. To develop Learning Management System in order to prepare hybrid classroom model. 6. To equip the Science labs with new experiment tools and incorporation of more experiment methods in the form of tutorials. 7. To register the Alumni association of the College. 8. To conduct orientation programs on MOOC's for staff and students. 9. To sign MOUs' with industries/institutes to increase industry-academia partnership. 10. Introduction of new courses at PG Level. 11. To organize various activities for students holistic development. 12. To conduct programs on moral values and gender equity for students 13. To develop more student clubs and cells in the college.