YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	INDIRA GANDHI MAHILA MAHAVIDYALAYA
• Name of the Head of the institution	Mrs. Arti Garg (Offg. Principal)
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01746222336
• Mobile no	9416835374
• Registered e-mail	igmmvkaithal@gmail.com
• Alternate e-mail	loggargarti@gmail.com
• Address	Karnal Road , Opp. S.P. Residence
• City/Town	Kaithal
• State/UT	HARYANA
• Pin Code	136027
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Kurukshetra University**
• Name of the IQAC Coordinator	**Mrs. Monika Rani**
• Phone No.	**01746222336**
• Alternate phone No.	**9416835374**
• Mobile	**9315468506**
• IQAC e-mail address	**igmmviqac@gmail.com**
• Alternate Email address	**monikaguglani43@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.igmmvkaithal.com/wp-content/uploads/2022/01/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.igmmvkaithal.com/wp-content/uploads/2021/03/ACADEMIC-CALENDER-2020-2021-1.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**71**	**2003**	**21/03/2003**	**20/03/2008**
Cycle 2	**B+**	**2.61**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**26/05/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**2021**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	No File Uploaded	
9.No. of IQAC meetings held during the year	**4**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

IQAC took as initiative and proposals were sent for consent to UGC and to DGHE for One Day National Level Seminar by Deptt. of English and Deptt. of Sanskrit.

IQAC was also instrumental for sending proposals to extend two more units in B.A. in Morning Session, two more units in B.A. in Evening Session.

Constant encouragement and inspiration by the IQAC to promote research aptitude and research ethics among faculty members and students as well as to conduct more curricular and extra-curricular activities focusing on the all round development of the students.

Covid-19 Test Drives and Free vaccination camps wereorganised in college premises. Free Masks and Sanitizers were distributed.

As per the demand of the time IQAC suggested to enhance the digital infrastruture of the college.

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

Plan of Action	Achievements/Outcomes

Focus on Teaching-Learning environment during Pandemic	During the academic year 2020-21, classes were held in blended mode in odd semester and in online mode in even semester. 16621 lectures were taken in blended mode and 13948 lectures were delivered in virtual mode in morning session and faculty members hold the classes with full dedication and hard work. Students also participated with full encouragement. In evening session 1302 lectures were delivered in odd semester in blended mode and 1251 lectures were delivered in virtual mode.
Enhancement of Virtual Infrastructure	Virtual infrastructure was enhanced in the college to ensure maximum conduct of online classes during pandemic. Wi-Fi routers were installed in each block to achieve greater IT resource utilization.
Organizing FDP's Webinars etc by various departments	Proposals were sent for consent to UGC & DGHE for one-day National Level Seminar by department of English & Sanskrit. For the enhancement of teaching skills, prominent webinars were attended by the faculty members of several departments. Papers were presented by our various faculty members. Staff members of Hindi and Science departments got published their books during the time period.
Focus on student-oriented approach like participative learning , Problem based learning, experimental learning, e-learning etc.	Initiatives were taken to arrange maximum number of activities related to environment, health, precautions during covid-19 phase etc. Students were encouraged for maximum participation. Faculty

	members were encouraged to use digital infrastructure, internet facilities, ICT tools like PPT etc. to ensure maximum participation of students. Project works, assignments were also assigned to the students.
Discussion of NEP-2020	An informative lecture on Nation Education Policy 2020 was organized. Senior Faculty members delivered the lecture to aware the staff about the various aspects of NEP-2020.
Updation of various labs	To encourage the environment of academic and experimental knowledge, all the labs got updated. Computer labs are fully equipped with systems and latest softwares having internet facility. Science labs. are updated to give ample opportunities to the students. Geography & Psychological labs. are well equipped for conducting practicals. Home science lab has modern and well equipped system to acquaint the students with hands on knowledge and skill. For developing communication skills, Functional English Lab got availability of high quality of equipments.
Providing Facilities to students	Water purifiers and Sanitary Napkin Vending machines were installed in the institution. Full fee consession and free books were given to the meritorious students. Local bus service for the girl students was arranged by the college from the village Chandana to Kaithal.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	14/01/2022

Extended Profile

1.Programme

1.1

Number of courses offered by the institution across all programs during the year

418

File Description	Documents
Data Template	[View File](#)

2.Student

2.1

Number of students during the year

2464

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

514

File Description	Documents
Data Template	[View File](#)

2.3

Number of outgoing/ final year students during the year

848

File Description	Documents
Data Template	View File

3.Academic

3.1	**0**
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	**19**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**68**
Total number of Classrooms and Seminar halls	

4.2	**29.97**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**61**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to Kurukshetra University, Kurukshetra and strictly follows the curriculum as prescribed by the University. Effective delivery of curriculum is regarded as the most vital curricular aspect. Our faculty members contribute significantly in effective curriculum delivery through systematic and strategic

mechanism:

1. Academic Calender: The college follows the Academic Calender issued by the Kurukshetra University and executes it in a well planned manner. As the semester starts, meeting is scheduled by the Principal, along with IQAC members, Vice-Principal, Heads of all the Departments. Academic-Calender is being discussed and finalized according to the prescribed syllabus and workload is distributed, departmental activities are planned and complete syllabus is reviewed.

2. TimeTable: The College constitutes the Time-Table Committee. A specific Time table is designed by respective departments. Time-Tables are displayed on the Notice-Board.

3. Teaching Plan: Our faculty members strictly follow the teaching plans prepared by them at the beginning of academic year. Records of lectures delivered are maintained.Periodic evaluation & checking of the curriculum delivery is done by IQAC through HOD's.Extra classes are taken by teaching faculty to ensure the optimum delivery of the curriculum.

4. Library: All students are given access to the latest books available in the library through a well-planned system (College Library Automation System).

5. Feedback: Feedback is collected from the faculty, students, alumni and parents. Collected feedback is analyzed using different parameters. Discrepancies are identified and are considered for correction and suggestions are taken for improvement.

Details of the various curricular aspects are given: 1. Detail of Certificate/Diploma/Skill development courses etc offered by the institution – Functional English 2. Range of Core/Elective options offered by the university: A. Core-option: Humanities B.A. (3 Year Programme) (i) English (ii) Hindi B.A. Elective Options B.A. (3 Year Programme) 1. Sanskrit 2. Geography 3. Political Science 4. History 5. Economics 6. Maths 7. Home science 8. Music (Vocal) 9. Commercial Art 10. Health & Physical Education 11. Psychology 12. Computer Science 13. Music (Instrumental) - Commerce (3 Year Programme) 1. B. Com (General) Science (3 Year Programme) 1. B.Sc. (Non-Medical) - Mathematics, Physics, Chemistry, English in 1st Year, Hindi/Sanskrit in 2nd Year. 2. B.Sc. (Medical) – Botany, Zoology, Chemistry, English in 1st Year, Hindi/Sanskrit in 2nd Year. 3. B.Sc. (Computer

Science) – Mathematics, Physics, Computer Science, English in 1st Year, Hindi/Sanskrit in 2nd Year. B.C.A. (3 Year Programme) B.M.C. (3 Year Programme) Post Graduate Courses (2 Year Programme) Opportunity for progression to higher education. 1.M.Sc. (Mathematics) 2. M.A. (English) 3. M.A. (Economics) 4. M.Com. Post Graduate Diploma (1 Year Programme) 1. PGDCA • No provision for choice based credit-system. • No provision for course in modular form. • Credit transfer & accumulation facility not applicable in our affiliating university. • Only 1st Year students are allowed mobility from one course to another course/disciplined Subject with in a limited period of one month from the last date of admission. • No flexibility to lateral & vertical mobility with in & across programmes. • Add-on- courses such as " Functional English" acts as an enrichment course. • Compulsory papers in Environmental Studies and Computer Science. (Awareness level-1 are taught to all the students during 1st year of the 3 years by programmes (B.A., B.Com, B.Sc, B.C.A, B.M.C) to sensitize them regarding environment hazards & make them computer literate.) • Workshops, Extension lectures, Excursion tours and other activities are organized to enrich & supplement the knowledge of students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Academic Calendar: Affiliated to Kurukshetra University, Kurukshetra, the college follows the curriculum planned and designed by the University. For the effective delivery of the curriculum, the college follows the Academic Calendar as designed by the University. The teaching days and examination dates are provided by the University. Teaching plans are maintained according to these dates. Assignments are submitted by the students as per the dates given by the teachers. Sessional exams are conducted as per the schedule of the Final examinations of the university. Internal Assessment is done on the basis of the attendance of the students, marks obtained in the sessional & evaluated assignments as per the criteria provided by the university.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**D. Any 1 of the above**

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

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

415/2465

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

1.3 - Curriculum Enrichment

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

I.G.M.M.V.Kaithal very effectively integrates cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and sustainability into the curriculum. The college follows the syllabus prescribed by Kurukshetra University, Kurukshetra in which Environment Studies is prescribed as a compulsory subject for 1st year students of all courses.

Number of activities are conducted for women and girl students to make them aware about their rights and duties. Women Cell, Legal Literacy Cell, Sexual Harassment Cell, ICCASH and other cells as well take initiative in organizing such type of activities. Various departments also involve some activities including Gender to make them conscious of their roles.

NSS promotes environmental protection through plantation and other sustainable development programmes. Every year NSS units undertake a host of activities in the nearby villages during the special camps.

Various activities like tree Plantation, village adoption & cleanliness drive, Debate competition NSS Rally, Poster making, Chart making, Pot-Painting, Cooking, Visit to Leprosy patients (Charity) etc. are organized to create awareness regarding environment, biodiversity etc.

To make the students socially aware about Human Values and Professional ethics the institution integrates human values & ethical values by organizing many activities like Blood Donation Camp, Dental check Camp, Covid-19 Awareness camp, Road Safety Campaign etc. through NSS and other Cells like Red Ribbon Cell, Red Cross Society, Legal Literacy Cell, Swami Vivekanand Youth Cell. Road Safety Club, Anti-Ragging Committee and other departments as well.

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

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

1

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

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

67

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://www.igmmvkaithal.com/2020-2021-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.igmmvkaithal.com/2020-2021-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

891

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

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

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

374

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

2.2 - Catering to Student Diversity

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

The learning levels of the students are assessed in the institution. When students are enrolled in various streams slow learners and advanced learners are judged on the basis of their 10+2 marks. This evaluation is done on the basis of class tests also. Our faculty members extend valid support in identifying the students and to bridge the gap between the slow learners and Advanced learners.

- **Orientation programmes are organized for freshers at the departmental level/college level.**
- **Bridge-courses are conducted at the departmental levels to lift the students to the level of higher education. Basic computer Education is implemented as a compulsory subject for 1st year students. To provide basic knowledge of computer & technology Department of Computer Science organizes extra classes to make the students updated according to the needs of time. Department of English also organizes bridge course in BasicEnglish Grammar and Communicative English to enhance the confidence of the girl students belonging to the rural areas.**
- **Remedial classes are conducted to improve the academic performance of the slow learners' absentees and the students**

who participate in sports and other co-curricular and cultural activities.
- Group study system is also encouraged with the help of the advanced learners.
- Counseling sessions are organized by our counseling experts faculty members of psychology department.
- Special coaching classes are arranged for the toppers of every class on the basis of internal tests & sessional exams.
- Coaching classes for competitive exams and UGC Net etc. are also organized.
- Various activities like Debate, Group-discussion, Problem-solving, Quiz are also organized.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
NIL	**Nil**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enhance the learning experiences of the students, the institute practices student-centric approach in the teaching methodology. This methodology helps to transform the students from being passive recipients to active and involved learners. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities.

Student centric methods such as Audio- Visual Methodology,Role-play, Team-work, Debate, seminar, Quizzes and case studies etc. are adopted by the institution. Experiential learning methods, participative learning, problem solving such as Project Work, Field visits, Industrial visits, Guest lectures, Role-play, Group

work/Team work, Debate, Case-study Methods, Group Discussion, Quiz etc. are adopted. Discussions and debates on contemporary issues are this provides a comprehensive understanding to the students enabling them to self evaluate their performance and ultimatelly focusing on their goals.

Due to Covid-19, these activities were performed less in number as Physical participation was not welcomed. But through online methods possible efforts were made. Students were made to experience new learning through videos, portfolios the Industrial Areas, online Field works visits etc

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

As per the needs of the time, it hasbecome very important to merge the traditional methods of teaching with new technologies and new ICT tools. As a consequence, teachers are combining technology with ICT enable instruction tools to make the students more participative in learning and to optimize the delivery of education.

ICT Tools like smart-boards are available in different class rooms/labs. In every computer lab, library, Principal's office, Physics lab, comm..Art lab and Administrative office, Desktops along with Printers have been installed. Zerox machine is installed in Administrative Office. Scanners are also available in the office. Projector is installed in the campus. Facilities are also there to avail cameras, mike & projector and computer system in the auditorium during any event/celebration. On line classes are taken through internet-enabled platform using Zoom. Google Meet, Microsoft Team, Google etc. Library is equipped with Automation System (CLMS).

Faculty members are encouraged to use Power Point Presentations in their teaching by using LCD's and Projectors. They are also equipped with online search engines and websites to enhance their teaching skills. Various activities are arranged using new tech platforms like, Google forms, zoom, Google meet, video lectures etc.

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

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

2.3.3.1 - Number of mentors

59

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

0

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**No File Uploaded**

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

2.4.3.1 - Total experience of full-time teachers

0

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

2.5 - Evaluation Process and Reforms

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

Affiliated to Kurukshetra University, Kurukshetra, it follows rules and guidelines provided by the university regarding the assessment and evaluation process. The internal assessment is carried out in a systematic manner for all courses. For under graduate as well as P.G. courses Internal assessment is carried out in a systematic manner for all courses. For under-graduate as well as P.G. Internalassessment follows the criteria given here:

(i) Two hand written Assignments (1st Assignment after one month and 2nd Assignment after two months): 10%

(ii) One class test (One period duration): 5%

(iii) Attendance: 5%

Marks for attendance are given as under:

1. 91% onwards 5 marks

2. 81% to 90% 4 marks
3. 75% to 80% 3 marks
4. 70% to 74% 2 marks
5. 65% to 69% 1 mark

College provides information regarding internal assessment to all the students through orientation programmes at the very first semester. Academic Calender is stirictly followed. Faculty members follow their lesson-plans. Internal examinations are conducted to evaluate the students' academic assessment. Internal assessment is done on the basis of these examinations, class attendance and assignments.

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

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

At the Institute level, University Examination committee, comprising of The Principal (Chief Superintendent of Examinations), Controller of Examination (COE), senior faculty and other teaching staff as members, is constituted to deal with examination related grievances. Grievances raised by students are effectively communicated to the University for needful actions. The responses for the grievances from the University are communicated to the students immediately. Following are the possible grievances raised by the students,

- The student can apply for the photocopy of the answer script and revaluationas per the university norms.
- Any grievancerelated to university question paper like out ofsyllabus; after making an analysis by the subject handling facultieswith Department Head in-turn proceeds the same to the Universityimmediately through the Principal.
- Repeated questions, improper split of marks, missing data, marksmissed and wrong question number during semester exams are reported tothe Principals in turn communicated to the Registrar, Evaluation of theUniversity.
- University decision or information after resolving the grievances isintimated to the Principal. It is also conveyed to the studentsthrough COE.

Such as, when results of the students are withheld these kind of

discrepancies areforwarded to the University. Letters are(through online and Hardcopy) forwarded through the Head of the Institute of the college to the Registrar (Evaluation).

File Description	Documents
Any additional information	[View File]()
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The college has clearly stated learning outcomes of the programmes and course. The institution follows the following mechanism to communicate the outcomes to the teachers and students.

- **Syllabi (Hard copies) and learning outcomes are available in the departments for the ready reference to the teachers and students.**
- **Outcomes are communicated to the teachers through IQAC meetings and Faculty meetings.**
- **The students are made aware of the outcomes through orientation, and in class-rooms as well.**

The institution is running under graduate courses (B.A.,B.Com.,B.Sc.,B.C.A., BAMC) Post Graduate courses (M.A. in English, M.A.in Economics, M.Sc. in Mathematics, M.Com., PGDCA) and Functional English Add-on-Course. There are 21subjects taught in the college viz; English, Hindi, Economics, Political Science, History, Sanskrit, Mathematics, Physical Education, Commercial Arts, Music Vocal, Home Science, Geography, Psychology, Computer Science, Botany, Zoology, Physics, Chemistry, Commerce,Mass Communication and Environmental Studies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.igmmvkaithal.com/2020-2021/
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The college offers Under Graduate & Post Gradiate courses, PGDCA and Functional English (Add-on) course under the faculty of Arts, Commerce and Science. For these courses and programmes. Programme outcomes are set and evaluated by the institution and the same are communicated to the students and the teachers as well.

After evaluating the outcomes, it has been observed that the strength of the students as well as passing percentage of the students increased progressively. The students are getting top positions in University in Academics. Ratio of those students taking admission from U.G.Courses to P.G.Courses also increased. (In 2020-21, 92 students from different streams were in Top 10 positions in University). The college was very conscious in attaining the P.O.'s and Co's and implemented the mechanism accordingly.

- The institute followed the Academic Calender followed by the University.
- Subject teachers maintained their Teaching/lesson-plans.
- Subject teachers prepared semester wise evaluation reports.
- Internal examination committee analyzed evaluation reports of results.
- Feedback from the stakeholders was considered for the attainment of the outcomes.
- Students' progression report and placement records were maintained by Career Guidance & Placement Cell.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

1029

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://www.igmmvkaithal.com/sss-2020-2021/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

0

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

3.2 - Innovation Ecosystem

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

The college has created an atmosphere to enhance the dissemination of knowledge and to motivate the faculty and students for innovative ideas and new creations. The institute recruits dynamic and highly qualified faculty to channerize the young minds. Institute encourages the faculty members to pursue their Ph.D work as well to participate in various skill enhancement programs as well. It also encourages the students to take up research & developmental activities by utilizing the existing resources. The college has a Research Cell to motivate the faculty members to work onresearch projects. This cell helps to create research culture among faculty members and students. It encourages them to publish research papers in National & International Seminars/webinars and conferences as well as participate in research related activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.igmmvkaithal.com/research-and-development-cell/

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

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

0

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

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	[View File](#)

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

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

Various extension activities are organized by our institution to promote institute-neighborhood community to sensitize students towards community needs. Maximum participation of students leads to their overall development. Number of cells/units are there in our college like NSS, Road Safety Club, Red Ribbon Cell, Legal Literacy, Anti Tobacco, Electroral Literary Cell and Women Cell etc by which students and neighborhood Community getaware about social issues by various extension activities.

NSS organized a seven days camp in nearby adopted village Chandana. Through various activities, a number of social issues are addressed by NSS Volunteers which include cleanliness, social interaction, Group discussionon, eradication of superstition, importance of girl education, Beti Bachao Beti Padhao, Environmental Awareness. Health Check up camp, veterinary guidance etc.

Other than NSS Unit, the various cells of the college are conscious

about theirresponsibilities for shaping studentsinto responsible citizens of the country by awaring themabout personal health and hygiene, Diet awareness, Road Safety, Tree Plantation, Blood Group detection, Health Check-up camps, Blood Donation Camp, Dental Checkup camp etc. Various activities like Quiz Competition, Essay Writing, Slogan Writing, Declamation and Poem Recitation etc. play an important role to develop the whole personality of students. These activities are conducted by various cells of our college.

These activities develop the leadership qualities among students. Enhance Self confidence of students and develop rational outlook of students.

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

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

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

0

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

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

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

16

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

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

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

494

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

3.5 - Collaboration

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

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

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Established in the midst of the city, Karnal Road, the campus of Indira Gandhi Mahila Mahavidyalaya is spread over an area of 5 acres comprising seven buildings having high standard classrooms with proper ventilation, laboratories, library, spacious reading rooms, ICT enbled seminar hall, well furnished computer labs, Rest rooms, Auditorium, sprawling lawns, open air stage and hostel building.

Building Name

Rooms

Pt. Chiranji Lal Sharma Science Block

9 Rooms

2 Physics Lab.

1 Dark Room,

2 Chemistry Lab.

1 Zoology Lab.,

1 Botany Lab.

1 Staff Room

1 Computer Lab.

2 Store Room

Lala Amar Nath Khurania Commerce & P.G.Block

17 Rooms

2 Staff Rooms

1 Computer Lab

Administrative Block

9 Rooms

1 Principal Office

1 Administrative Office

1 Computer Lab.

1 Staff Room

Newly Constructed Block

8 Rooms

1 Home Science Lab

1 Psychology Lab

1 Geography Lab

Om Prabha Jain Commercial Art Block

1 Store Room

1 Hall

1 Music Room

1 Gym

1 Functional English Lab

New Post-graduate block

6 Rooms

Tara Mateshwari Library & Common Hall

1 Student Reading Room

1 Teacher Reading Room

1 Librarian Room

1 Book Bank Section

Computing Euipment - 61

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.igmmvkaithal.com/4-3/

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

The institution gives utmost importance to the overall development of the students and organizes various sports, games and cultural activities in campus. The students are encouraged to participate in different activities simultaneously and they are awarded accordingly.

We have a spacious and well equipped Gym and sports room where students can play indoor games like table tennis and they can utilize the different equipment of Gym for maintaining their physical health.

We have Yoga classes for the mental and physical fitness of the students.

The outdoor games such as football,volleyball, badminton, lawn tennis, kabaddi are also played.

Students are very much encouraged to participate in the cultural events held in the college like Youth Festival,Commemorative days of National and International Importance, Ratnawali, Haryana Day, Inter CollegeCultural Fest, Talent Hunt & Farewell.

Area of Gym 15*20 Squ. Feet

Area of Music Room 15*15Squ. Feet

Area of Sports Ground 0.6Acres

Area for Indoor Games 40*200Squ. Fee

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

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

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

4.45

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

4.2 - Library as a Learning Resource

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

The library is automated with College Library AutomationSystem with version 4 and it was partially automated in 2009-10. The various housekeeping activities of the library such data entry' issue & returns and renewal of books, are done through the software. The books are being bar coded and classified according to Dewey Decimal classification.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

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

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

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

`0.475`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

`200 (Average Method is used for computing per day usage of library)`

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

4.3 - IT Infrastructure

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

`I.T. facilities have been updated on regular basis. Also, new IT equipment has been purchased as per the requirements. The students of the college have access to the Computer Lab. All the departments of the college are provided with Computer and other related accessories. All teaching staff members use ICT in the classrooms and laboratories, whenever needed.`

`Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating:`

1. `Anti-virus is regularly installed in Computer. All computers has Anti-Virus.`
2. `Computer is formatted on regular basis.`
3. `Wi-Fi connectivity is available in Principal's Office, Administrative Office, various departments including library and laboratories.`

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

4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

29.97

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of staff on daily basis and periodically. And care has been taken to keep the equipments, machine in working condition. In case of breakdown standard procedure is followed to bring the equipment/machine in working condition. Regular cleaning, proper garbage disposal, landscaping and maintenance of lawns is done by institute concern employees.A supervisor is appointed to monitor and maintain the physical facilities. Outsourcing is donefor the maintenance of furniture, electricfication and plumbing. Rain water harvasting system helps in the maintenance of the garden. All the facilities like fitness center, sports, health care center and parcking in maintained on regular basis. A brief description is presented below on maintenance and utilization of some facilities.

1. Laboratories (All labs) Each laboratory has one teacher as lab in-charge and Lab.In-charge is responsible to maintain & upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. There is lab attendent in every department who maintain the stock register by physically verifing the iteams round the year. Department wise annual stock verification is done by concerned heads of the department.

2. Library:- Librarian with supporting staff has been appointed to maintain the library. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various department, this is then proceeded following the procurement procedure. To ensure return of books, " No Dues" from the library is mendatory for students before appearing in exam.

3. Sports ground/equipments:- Physical teacher of the institute looks after the sport facilities and the activities. Sports teacher is responsible for keeping the record of utilization of sports facilities activities held awards for the student.

4. Class Rooms:- Classrooms are allocated to all departments alongwith necessary ICT tools. The classrooms are utilized as per the time table of the department. Head of the Institute, HODs and class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms. At the department level, HOD's submit their requirement to the principal regarding classroom, furniture and others.

5. I.T.Facilities:- All departments in the institute are having PCs, essential software. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

812

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

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

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

169

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

3

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

3

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

47

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

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

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

3

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

5.3 - Student Participation and Activities

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

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

6

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

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

Major activities of arts, commerce and science are initiated by students and heads of the cells & committees. The good opinion and views of students are considered by the institution authorities. Students of master classes and final year are members of various committees of the institute as mentioned in below:

Student Welfare and Council Committee

Anti – Tobacco Cell

Magazine Committee

Legal Literacy Cell

Road Safety Club

Red Ribbon and Red Cross Cell

Nss Committee

The student representatives in the above committee play an important role by actively participating and providing ideas for overall improvement of the academic environment and to build the culture of quality.

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

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

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

9

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

5.4 - Alumni Engagement

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

There is no registration of Alumni Association in the institution still there is a strong Alumni Association in the college. An Association was formed in the college in 2007-08. This association provided enormous support to motivate present students to enhance the employability and also share their expertise regarding various educational opportunities. Till date a large number of alumni are serving the institute as a Faculty Members. No financial and other support services are taken by the association. The alumni also provide their feedback and valuable recommendations for improvement of the institution and college management always welcome their suggestions.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of college is to create an institute of excellence committed to provide quality education along with moral values and leadership qualities to all girl students without any kind of discrimination and includes following measures-

1. To help students to meet economic, social and environmental challenges and to become active participants in shaping the future world.

2. To uphold cultural identity and conserve heritage.

3. To build competent, confident, positively inclined individuals by sharpening and strengthening their overall personality.

4. Along with studies, focus is also on providing moral values so that they become strong character personalities connected with traditional roots.

5. To prepare enlightened and fully capable women, who in future will be the decision and policy makers.

The college has excellent support from the governing body, which is responsible for overseeing the activities of the institute and ensures that institute maintain high academic standards and is flexible enough to adapt to the changes taking place in the

environment like increased use of technology due to Covid-19. The management provides autonomy to Principal, who in turn manages the curricular, co-curricular affairs and administrative functions of the institute through the heads of various departments and conveners of various committees and also acts as a guiding light for the teaching and non teaching staff as well as students. The administration encourages them and due importance is given to suggestions or decisions taken by them. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	http://www.igmmvkaithal.com/college-mission-and-vision/
Upload any additional information	No File Uploaded

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

The college administration is headed by the principal and is involved in coordinating the functions of the college through the teaching and the non teaching staff. There are three faculties in the college- Arts, Commerce, and Science with a total number of twenty One departments, each having a departmental head, who shoulders the whole responsibility of the department. The Heads of Departments have full operational autonomy. In order to carry out the administration of the college, the Principal divides the work into various committees headed by a teacher in charge along with other teachers as committee members. Some important committees are Admission Committee, Time Table Committee, Discipline Committee, Cultural Committee, Library Committee, Examination Committee etc. All the committees work independently under the leadership of the convener. Yes, in our college there is a culture of participative management. The administration is always open to discussions with teaching and non teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

Case Study-

The college organises various cultural events like Talent show, Inter College Fest from time to time which are made possible through the contribution and involvement of every faculty member. Cultural

events involve a lot of activities like planning, organising, preparing schedule, ensuring proper arrangements for the event, sending invitations, stage arrangement, music accompanists, preparing students for various events like music, dance, declamation, poem recitation to name a few. The whole event is divided into various parts and to ensure its proper execution the Principal allots specific duties and responsibilities to staff members and make sure that the activities are properly coordinated along with the help of administrative staff. The management ensures that no stone is left unturned and every kind of support and guidance is provided as needed by the institution

File Description	Documents
Paste link for additional information	http://www.igmmvkaithal.com/cell-list/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusions are-

1. Quality enhancement and improved teaching and learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative and be more creative in academic delivery, with strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full time tutor.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multi-dimensional evaluation of student learning and to enable that student learning outcomes match with their employers expectations.

The management along with worthy Principal and staff members always plans ahead and introduction of E-learning and digital infrastructure is an example of this far sightedness as the involvement and use of technology in curriculum is increasing day by day. During the challenging period of COVID 19 it was due to this pre planned strategy that staff members immediately started conducting online classes in proper manner and there was no negative impact on the learning and education of students. Syllabus was completed on time resulting in very good academic results. As per the University instructions, exams were to be conducted in blended mode, students were given both options and proper arrangements were made for the smooth conduct of examinations both in online as well as offline mode.

During the Covid times, the management also extended support to the staff members as no cuts were made in the salaries and staff members were paid as before and every kind of help as well as support was provided to each and every member of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Indira Gandhi (P.G.) Mahila Mahavidyalaya, in the service of the region by giving quality education for the last 50 years, stands fully prepared to meet the challenges of present era. A great social activist and the then Finance Minister, Late Smt. Om Prabha Jain was supported by the worthy members of Bal Shiksha Samiti – Mahashay Brijlal, Sh. Ram Gopal Latka, Sh. Bhagwan Dass and Sh. Mohan Bahadur Khurania in the challenging venture to establish a girl's college in 1970. The foundation stone was laid by then Chief Minister, Ch. Bansi Lal on 10th April, 1970. Our Governing body is working very efficiently for the upliftment of the college under the guidance of our unopposed President, Sh. Ram Bahadur Khurania, who has been working tirelessly for the progress of college. The day since Sh. Jagdish Bahadur Khurania has taken the charge of Mahila Mahavidyalaya Samiti, the college has been adding new dimensions of achievement and progress. Many dignitaries have visited our college

from time to time, and appreciated our college and encouraged the students and staff for doing constructive work in the field of education and other extracurricular activities so that girls of this college may be empowered and be made financially independent.

Our College is governed by Department of Higher Education, Haryana which has the responsibility to take care of all the colleges in the state of Haryana. However, the administration of our college is the responsibility of the Principal who is directly accountable to the department of higher education. Administration of the college including principal office, administrative office functions with E-governance system. By in house built system all these offices coordinate and frame policies regarding admission process, recruitment.

1) The college management assures a supportive environment and the quality of human resource is steadily improved and upgraded.

2) College has developed a complacent and harmonious work culture over the years.

3) Recruitment from internal and external sources.

4) Hawan for spiritual enrichment for both faculty and students.

5) Parties and get togethers are organized, time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.igmmvkaithal.com/management/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

For Teaching staff –

1. Loan facility and advances.

2. Gratuity for staff under aided structure.

3. A welfare society for Teaching and Non Teaching Staff employees for extreme exigencies.

4. Casual leaves

5. Emergency leaves.

6. Fee concession in IGPS and college for employee's children.

For Non teaching staff-

1. Loan facility and maternity leave.

2. Pension and gratuity for staff under aided structure.

3. Uniform for class IV employees.

4. A welfare society for Teaching and Non Teaching Staff employees for extreme exigencies.

5. Casual leaves

6. Emergency leaves.

7. Fee concession in IGPS and college for employee's children.

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

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

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

0

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

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

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

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

Quality teaching is imperative for improving student outcomes and achievements and to ensure this there is an Internal Appraisal System for all its staff members headed by the worthy Principal of the college. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. During the appraisal the

staff members are given opportunities to pen down their special achievements which can upgrade their overall performance like-

- Academic performance- It includes academic performance of students as well as academic achievements of staff members like qualifying UGC NET Exam, GATE or pursuing any additional degree or PHD.
- Publication in Journals and Conferences.
- Number of seminars and workshops attended by the staff members.
- Participation in Faculty development programs.
- Organising Department and Inter Department activities.
- Industrial visits and educational trips organised for the students.
- Online / Hands-on courses certificate programmes, webinars and courses done by the staff members.

The Principal monitors and evaluates the performance of all its staff members and communicates the areas of improvement or the overall performance annually or as per requirement. Feedback is also obtained from all students time to time where they can express their query or concern about staff members which is also considered by the Principal. In case of the non teaching staff the parameters used are the general performances, conduct, behaviour, handwriting, character and based on these parameters they are evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also duly considered. All these outcomes are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

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

6.4 - Financial Management and Resource Mobilization

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

Yes, the college regularly conducts internal audit of all the funds at their own level by hiring the private auditor of different funds like – fund, salary account, pension account, UGC, scholarship account and NSS account. The audit also includes evaluating the

appropriateness of accounting policies used and the reasonability of the accounting estimates made as well as evaluating the overall presentation of the financial statements. The college audit is updated till this session.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

0

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

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

Funds of the institution go through the exercise of forming annual budget as per requirement. These funds are utilized for a number of purposes like -

1. Repair and maintenance of buildings

2. Salary for teaching and non teaching staff (self-financed)

3. Library and laboratory up gradation

4. Student benefits

5. Infrastructure development

6. General expenses

To ensure the optimum utilization of these funds different committees are framed

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of the college is primarily focused on internal quality by providing quality education in an atmosphere conducive to quality enriched teaching-learning. The IQAC has attempted over the years to systemize processes through which quality enhancement can be achieved. The IQAC feels that decentralization is required to fulfill this objective so various committees and cells are functioning to ensure that all stakeholders, mainly the staff members and students involve themselves in all activities of the college during their tenure. Some of the objectives of IQAC are as follow-

1. To work as a catalyst for the overall academic and administrative improvement of the institution.

2. To intervene and guide the departments wherever necessary for quality enhancement.

3. To promote innovative practices to continually improve the effectiveness of teaching- learning experiences of the staff and students.

4. Taking feedback from various stakeholders for further improvement.

5. Remedial classes for students whenever required.

In order to enhance the quality of institution, various strategies were initiated by the IQAC of the college which are as under-

1. IQAC took an initiative and proposals were sent for consent to UGC and DGHE for one day National level Seminar by Department of English and Department of Sanskrit.

2. IQAC was also instrumental in sending proposals to extend two more units in B.A. in morning session.

3. Covid – 19 test drives and free vaccination camps were organized in the college premises, free masks and sanitizers were also distributed on many occasions.

4. IQAC also suggested to further increase the digital infrastructure of the institution as per need of time.

File Description	Documents
Paste link for additional information	http://www.igmmvkaithal.com/iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching and learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are-

1. Student feedback- All students are allowed to give their feedback on various aspects like faculty, teaching learning process, infrastructure of college, library and labs, sports equipments and facilities, sanitation etc. All the students are allowed to give feedback and their suggestions are duly considered. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. The whole process is operated under IQAC.

2. Parent's feedback- Parents are also approached to know about their experiences with the college regarding admission procedure, work culture, sports and cultural activities, academic discipline and examination system.

3. Academic monitoring- The academic monitoring committee conducts regular visits to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

4. Remedial classes- The teachers conduct remedial classes and revision for the students whenever needed.

5. Syllabus Monitoring- The worthy Principal keeps vigil on the completion of syllabus and ascertains information regarding the status of syllabus completed.

File Description	Documents
Paste link for additional information	http://www.igmmvkaithal.com/#
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.igmmvkaithal.com/2020-2021-5/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Women Cell organized an Online State Level Inter College Essay Writing and Declamation Competition. Our students also participated in State Level Online PPT Making Competition organized by DAV college (Lahore) Ambala city. We also organized one day Women's Safety Program in the college campus and judo and karate skills were taught in this program. A 'Road Safety Week' was organized in the college campus in which girls took an oath to follow traffic rules in the presence of police commissioner Sh. Raj Singh. A workshop was organized in which a lecture was delivered on HIV/AIDS to girls by doctors team of civil hospital, kaithal. A Poster Making Competition was organized on the topic 'Health Issues of Women'. Some specific

facilities are provided to girls like sanitary napkin vending machine, day care facilities for children, separate staff- rooms for female staff, separate washrooms for women.

File Description	Documents
Annual gender sensitization action plan	https://www.igmmvkaithal.com/2020-2021-4/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.igmmvkaithal.com/1-4/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. Each and every department of our college creates some waste and dump in small waste bins located in the department. Each building has several dust bins placed, from where sweeping staff take the wastes. From the small bin wastes are dumped in big bin regularly.

A dedicated team of gardeners and sweepers take care of lawns, gardens, plantation, maintenance etc to maintain green environment in the campus in a regular manner.

Liquid waste management: Liquid waste is generated from toilets of each department, science laboratories and canteen. This waste is

collected and then discharged into the municipal sewage system.

E wastes management: E-wastes are generated from computer laboratories, Physics Labs, Chemistry Lab, Academic and Administrative Offices. The e-waste includes out of order equipments or obsolete items like lab instruments, desktops and accessories, printer, cartridges, display units, scientific instruments etc. All these wastes are put to optimal use. All such equipments which cannot be reused or recycled are being disposed off through authorized vendors.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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

D. Any 1of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

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

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. Different sports and cultural activities were organized inside the college to promote harmony towards each other. Commemorative days like (1) International Women's Day (2) Yoga Day, HIV/AIDS Awareness along with many regional festivals like Lohri,Diwali,Independence day,Republic Day are celebrated in the college. This establishes positive interaction among studentsof different racial and cultural backgrounds. There are different Cells in the institute like Sexual Harrasment and Grievance Cell, Women Cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which is to be followed by each one of them irrespective of their cultural, regional, linguistic, communal, socioeconomic and other diversities. Anti-Tobacco Cell has been established for the purpose of spreading awareness and providing necessary treatment and referrals wherever necessary to the needy.

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

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

An Anti-Tobacco Awareness program was held in the college in collaboration with Commercial Art Department.We organised a National level Online Poster Making Competition on 'Life is Wonderful, Don't Make It Painful' to aware students about the causes and effects of tobacco. An oath taking activity was also organised in which students took 'No Smoking Pledge' which was conducted virtually. Awareness Drive was organised to give information about the harmful effects of tobacco products through posters which were displayed at different places in the college campus.

'Road Safety Week' was celebrated in the college campus in which students took an oath to follow traffic rules in the presence of police commissioner Sh. Raj Singh.

A Poster Making competition and Essay Writing Competition was organized by Red Ribbon Club and Red Cross Society in context of National Youth Day. A lecture was also delivered by Nodal Teachers on HIV/AIDS and other health issues.

To aware the students about Covid-19, a one day NSS camp was organized in the college premises. Chief Guest Sh. Ashok Gujjar, Distt. President, BJP, and Guest of Honour, DC, Kaithal Sh. Sujan Singh presided over the function.

Under NSS, 125th birth anniversary of Netaji Subhash Chandra Bose was celebrated in which students actively participated and delivered speeches about the role of Netaji in the Freedom Movement of India.

A seven days (day & night) camp was organized by the both units of NSS under the theme "Fight Against Corona Virus". NSS students visited Chandana Village, Kaithal and presented a skit as well to aware the people about covid-19. An awareness rally was also taken out by NSS students.A District Level Essay Writing competition was organized by our college on Identification of Democracy-Vote,Voter and Voting.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.igmmvkaithal.com/2-3/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, | E. None of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Maximum number of National and International Commemorative days, events and festivals are celebrated in the premises of the College. Founder's Day was celebrated in the College on the occasion of 91st Birth Anniversary of Late Smt. Om Prabha Jain, Founder of the College in which Hawan Ceremony was organised. Students also recited poem on this day on biography of Late Smt. Om Prabha Jain and Importance of Women. State level speech competition was organised by the College on Swami Vivekanand's Life on the birthday of Swami Vivekanand. Also on the occasion of Birth Anniversary of President, Governing Body, Late Sh. Surjeet Bahadur Khurania Ji, Hawan Ceremony was organized. On birthday of Late Dr. Shanno Devi ,'Hindi Diwas' was celebrated in our College. International Yoga Day was celebrated in the college Premises in which students performed Yoga through offline and online mode considering the Covid Protocols. 52nd Foundation Day was also celebrated in the college.

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

7.2 - Best Practices

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

Best Practice I

Title of Practice: Social responsibility towards Nation during Covid-19.

Objectives of the Practice: The COVID-19 global health emergency and its economic and social impacts have disrupted nearly all aspects of life for all groups in society. The COVID-19 crisis poses considerable risks in the fields of education, employment, mental health and disposable income. Following measures were taken by the institute to reduce the impact of covid-19:

· To aware the students about precautionary measures of COVID -19.

· To provide an effective online learning platform during the COVID 19 lockdown period.

· To inculcate professional values as required in employment and Nation.

· To provide financial assistance and essential commodities related to COVID-19 to the students.

·

The Context: COVID 19 has created a spiral grip over all walks of life. In the wake of the crisis faced by the teachers and the students of the Colleges/Universities in India, Indira Gandhi Mahila Mahavidyalaya adapted to face the challenge of the crisis, and provided resilient academic support. An Online Teaching and Learning Strategy framework was developed to provide an active and personalized mode of education for all the students to complete the

University curriculum planned for this academic session. The institution also organised a day night camp under the aegis of NSS unit, our students went to local villages like Chandana to make them aware about COVID-19 precautionary measures. As it is social responsibility of every citizen towards nation, our institution also contributed by donating a sum of INR 10,00,000 in Corona fund, (INR 5,00,000 in State Government Corona fund and INR 5,00,000 in Centre Government PM CARES Fund).

The Practice: To achieve these goals the Online Teaching and Learning Strategy framework was developed which involved:

1) Methods of teaching various methods were adopted for teaching different theory-based courses as well as lab based courses by the faculty members of all the departments in the College. The Zoom and Google meet platform is used for the optimum utilization of online mode of teaching. Program and course-wise Whatsapp groups were created for doubt-clearing sessions. Evaluation and University examination were conducted by the College by online/offline method. Students uploaded pdf files of their handwritten answers after the completion of the examination.

2) Social causes and issues to instill a strong culture of social responsibility among students and villagers, thereby create a positive and productive environment where they can thrive. A sizeable percentage of the population is underprivileged poor and needs assistance: economical, educational, medical and skill sets. The young generation needs to be sensitive to these people. This sensitiveness would make them appreciate hard labour and indulge in humanitarian activities. However, the students of the college under the guidance of the teachers volunteered in Covid-19 relief activities. Thus our institution organised 7 days and nights camp to inculcate these qualities among them and they distributed COVID related essential commodities to the people.

Evidence of Success:

• During Covid -19 online Learning encourages more productive use of time. It allows geographical reach even at rural or remote locations. It is a cost-effective technology, quite affordable, and it enhances communication between teachers and students. To conduct exams, institutions may consider using online examination platforms which may help for conducting online examinations.

• A covid-19 awareness Programme was organised by the institution

under the aegis of NSS Unit .In which the chief Guest Sh. Sujan Singh (I.A.S.,D.C. KAITHAL) aware students about the covid-19 precautionary measures or the importance of social distancing. Our institution distributed masks and sanitizers to the students in this program. Our institution donated fund to serve the Nation during 1st wave of COVID -19.

Problems Encountered and Resources Required

· Shortage of masks and sanitizers occurred during COVID -19 Waves.

· Learners from low-income families and disadvantaged groups are more likely to suffer during online learning as they may not afford high-speed internet connection and required technical gadgets.

· Students faced financial challenges that put their education in jeopardy, had new living arrangements that made surviving difficult, and often lacked the resources necessary to livelihood.

· Insufficient and untimely federal relief funds put colleges in a tough financial situation, leading to botched reopening.

BEST PRACTICE II

Title of Practice: Digitalization in the Institution

Objectives of the practice:

· To ameliorate the digitalization in teaching, learning, and evaluation processes.

· To aid the integration of ICT into administration purposes

· To inculcate paperless learning ambiance to protect the environment

· To develop the skills and confidence of students and effective use of digital technology to support teaching and learning.

· To encourage higher-level thinking and creativity through ICT.

· To determine practical use of technology integration.

The Context: An inexorable shift to the world of digitalization (as stated in the value framework of NAAC), the institution embraces digitalization throughout the entire academic and administrative processes. Digitalization pervades all processes, administration, formats, and goals of higher education teaching, learning, evaluation and research. This digital transformation includes the increase in use of digital media and technologies for teaching and learning, research, support services, administration, and communication, as well as the need for students and faculty to develop digital skills for their current and future endeavours.

The Practice:

The institution provides digital learning resources to implement effective teaching and learning techniques and to support extensive use of ICT enabled tools. The institution has 61 computers with 10 smart boards to promote digitalization in Curriculum delivery.

1) The institution has Functional English Language Lab for communication training. Apart from this, applications like Google Meet, Zoom Meet etc are also used for sharing of knowledge. Google Classroom is used to create a virtual learning environment and distribute class work, sharing study material, uploading sample question papers, providing e-assignments and share announcements. The internal evaluation and assessment are carried out through Google Classroom. The faculty members effectively utilize audio visual aids to enhance the learning experience of the students. The institution has fully automated CLAS software in the library used for searching of the books available in the library and it is also used for barcode scanning.

2) Outcome of teaching-learning experience: During this time of crisis, the online teaching and learning experience enabled much flexibility in issues of time and place for both teachers as well as students. Both teachers and students got the opportunity to explore new and innovative online resources. Online classroom platforms were found to be effective in giving away assignments and sharing study materials. For the laboratory courses, students got to learn about some of the advanced instruments via computer simulations.

Evidence of Success: The increased use of mobile application of the learning platform is a clear evidence for the success of digital learning tool provided by the institution. The interest level among the students for peer learning and digital learning has been

gradually increasing. The teaching faculty is also motivated to use more of this learning resource in delivering the knowledge content to the students. The institution utilized the ICT platform in an effective manner during the COVID-19 crisis to conduct various online events that results 100% utilization of ICT. The examinations and evaluation are carried through online mode. The faculty and students have participated in a number of webinars presented by subject specialists that helps the students to learn at their own comfort. As the institution already adopted the usage of digital platform pre-pandemic, the faculty members and students find the transformation towards digitalization to be quite easy.

Problems Encountered and Resources Required

· Technical issues confronted during usage of ICT

· Shortage of gadgets as students are from economically downtrodden background

· Digital Literacy - Requirement of technical proficiency

· Although digital learning is enriching, students do not find a virtual classroom as engaging as a traditional one.

· Security issues exists as online platform have been a fertile ground of cyber crime.

File Description	Documents
Best practices in the Institutional website	https://www.igmmvkaithal.com/3-7/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The establishment of the I.G.M.M.V symbolizes the ascendance of plateau of achievement of academic excellence, in dissemination of quality education from U.G Level to P.G. Level. To recruit and retain well qualified motivated faculty and staff and provide an adequate infrastructure, equipment and machinery has been our main focus. Our college provides an adequate exposure to the students to the world of work. Library enrichment and providing latest teaching

gadgets and process to promote effective teaching and learning remains the primary concerns of the college. Institute provides holistic education to develop skills, knowledge and values through well-structured curriculum and instructions. The institution continuously works upon motivating students in enriching their potentials to achieve top university positions. It is the result of the hard work and dedication of the faculty that our 4 students got 1st position, 8 students got 2nd position, 10 students got 3rd position, 8 students got 4th position, 8 students got 5th position, 3 students got 6th position, 4 students got 7th position, 8 students got 8th position, 12 students got 9th position and 7 students got 10th position at U.G. and P.G. Level.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. The college plans to start the following courses from the next session:

- B.A. B.Ed. integrated
- M.A. Education
- M.Sc. Chemistry
- M.Sc. Physics
- B.Com. (Hons.)
- M.A. (Pol. Science)
- Punjabi (elective) as a subject in B.A.
- M.A. (English) - 1 more unit

1. To Proposal for English and Sanskrit National Seminar
2. To recruit and retain well qualified motivated faculty.
3. To provide amenities and sports facilities in harmony with nature.
4. To provide holistic value based education and inculcate entrepreunal abilities in students to face the challenges of corporate world.
5. To arrange career guidance programmes.
6. To obtain better NIRF Ranking