SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SHAHEED DALBIR SINGH GOVT. COLLEGE, KHARKHODA

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education plays a very significant role in the making and shaping of an individual in particular and a society in general. When it comes to higher education of an individual, it is pertinent to mention that this is a powerful tool to take one to greater heights in his/her life. It is taken to be a passport to success by providing jobs in government and corporate sector. It imparts skills to be successful in commercial sector also. Keeping this very purpose in mind, Shaheed Dalbir Singh Govt. College Kharkhoda is steadily marching ahead to serve the nation. Shaheed Dalbir Singh Govt. College Kharkhoda was initially started in 2013 as a Govt. College (Affiliated to Maharshi Dayanand University, Rohtak) teaching up to bachelor's Classes. Named as Shaheed Dalbir Singh Govt. College Kharkhoda it was situated near Kundli Manesar Palwal Highway (KMP), about 5 K.M. away from Kharkhoda Town towards Delhi. This College has proved to be a boon to the students of all villages around Kharkhoda town. Govt. decided to construct a new College building at Village Pipli and College shifted in 2016 from the Kharkhoda ITI. A new campus came into existence with Arts faculties and commerce faculties in the new building w.e.f. the session 2016. The College was renamed as Shaheed Dalbir Singh Govt. College Kharkhoda on 08.06.2015 as per the instructions of state government. The College is currently affiliated to Maharshi Dayanand University, Rohtak. Presently, B.A., B.Com courses are being run in the College.

Vision

The institution works on clearly set vision and goals which are achieved in a systematic way. The insignia of College has "Pawaka Na Saraswati" which means "Goddess Saraswati, make us pure and pious with the gift of Education" which, in turn, helps to build the character of a person, the character of the nation. The vision of the College is to provide higher education opportunities to the students residing in all nearby villages. Providing quality education to underprivileged classes and economically backward students is the added feature of the College. The institution strives to shoulder the responsibility of making the nation's dream come true by imparting quality higher education. The vision of the College is to develop the College with all modern facilities and incorporating new streams of study. The College is striving hard continuously towards achieving this goal. With limited resources and infrastructure, the College has created a mile stone. It believes that education is the most important element for growth and prosperity of a nation. The College regards its missions and objectives as an integral part of development of the students along with emphasis on value education. It is committed to the pursuit of excellence in higher education, character building, total development of personality and responsible citizenship.

Mission

Mission And Objectives of Shaheed Dalbir Singh Govt. College, Kharkhoda have always been to impart quality education to students, specifically who are economically backward, and mould them into responsible persons by raising their level of education and social status Providing value-based education and igniting young minds to bring the best out of them. Imparting quality and value education with a view to prepare the students to face

challenges. Ensuring inculcation of high standard of morality and discipline among students. These aims and objectives are communicated through lectures, seminars, NSS, camps and personality development programmes, Red Ribbon Club, Youth Festival, Sports, Legal Literacy Cell, Women Cell, Placement and Career Guidance Cell, Computer knowledge, project etc. as they have been incorporated as an integral part of the curriculum.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- College provide opportunity to educate the youth of nearby villages – Specially girls.
- Teachers Guide the students teach them & Solve their problems in every field of their life through mentors mentee groups.
- Complete the syllabus according to lesson Plan.
- Provide scholarship like Top 10 Girls Students and SC, BC, students to help their study continue.
- Carrier & Placement Cell help the students to train them for competitive Exam and getting job through placement fairs.
- Women Cell helps to girls students for improving them in Skill learning in handloom, embiodary, art and craft etc.
- Women cell arrange self- defence training for girls students.
- Motivate the students to participate in other curricular & Co-Curricular activities
- Follow the rules at the time of admission.
- Effective feedback system.
- Social awareness programme runs with the help of NSS.
- Grievances redressal cell for short out the issues of subordinate staff.
- Computer lab & Language Lab.
- Pink Bus facility for Girls Students to Pick and Drop from their home.
- Teachers help the students by depositing fee for needy Students at the time of admission.
- Three Smart Class Rooms are working.
- College is under surveillance of 22 CCTV Cameras.
- Gender Equality
- Organize Workshop & Lecture to motivate the students & Improve three communication skills.
- The College has various games indoor and outdoor facility,
- The College has more than 11 acre. area therefore more opportunity to infrastructural development.

Institutional Weakness

- Limited Fund and grant for infrastructure development.The College depends on department of higher education panchkula for funds to develop infrastructure, College cannot raise the fund independently.
- Lack of budget for sport activities. The College situated in rural area and this area known as talent hub for sport activity our students participate and win position at inter University and National level, we participate and win 30-40 positions at inter level College in various games but we do not receive sufficient sport grant from department, what we receive from students as sports fund, we have to deposit 50% of that amount to the concerned university there for we have very less amount to develop the sports infrastructure and conducting sports activities.
- Girl Students need to motivate to participate in all Activities

- Only pass courses are available.
- The College spreads in 11 acre vast area but we have only one gardener to maintain the Landscape around.
- The College currently does not have parking shed for students as well as staff.
- The College has to face frequent power cuts as this is a rural area College, hence electricity supply is given as per policy that to supply to rural areas.
- The dropout rate is higher in this College as students move towards private jobs rather than completion of their studies.

Institutional Opportunity

- The College has more then 11 acre land to Develop the infrastructure like Parking shed , solar power plant , New building for new courses & various sports ground.
- Opportunity in organizing more seminar, conferences, F.D.P. for faculty development
- Need to improve computer proficiency among rural students.
- Introduction of more Diploma/Certificate courses.
- Explore alumni to academic and placement activities.
- College is situated in rural area with fabulous sports talent in rural youth, we have opportunity to help youth of this area to provide platform for sports activities.
- Government of Haryana has allocated land to establish IMT just opposite to our College, we will have more opportunity in future to sign M.O.U. with various company I.M.T. for job placement & training of our student

Institutional Challenge

- Absence of Post Graduate Courses also a reason for the dropout of students who wants to pursue integrated degrees(UG + PG.)
- Orthodox thinking of parents for girls education.
- Frequently power cut and absence of Hot Line.
- Absence of well connected transportation facilty eventually leads to lessor enrollment and attendance of girl students.
- Saline taste of ground water & insufficient water supply also create hurdle in making campus greener and environment friendly.
- Less purchasing power in absence of Quatation which is Rs. 500/- Only.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Saheed Dalbir Singh Govt. College, Kharkhoda is affiliated to Maharshi Dayanand University, Rohtak, follow the curriculum designed by it. At the beginning of academic session the College prepares the academic calendar in alignment with the University academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. The Principal addresses the

newly admitted students in "Induction Program". This program orients the students about facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities. There is timetable committee which prepares the timetable facultywise as per workload for the academic session. A comprehensive teaching plan is prepared by every teacher which includes the delivery of lectures, tutorials and practical. ICT is used for effective teaching by the teachers of various departments. Unit Tests , Assignments, seminars and project are given to the students under the supervision of the faculty. The faculty members encourage the students to read the reference books and take use of e- resources to update and enhance their subject knowledge. The departments organize study tours, excursions, field project and industrial visits for students' exposure to practical knowledge. Guest lectures of eminent faculty members from other institutions are arranged to give exposure of the current trends and the latest subject knowledge. Add-on Courses and Soft Skill programs are conducted for the overall development of the student. Special emphasis is laid on inculcating ethical practices and human values among the students by organizing various extra-curricular activities like Declamation, Nukkad Natak, Gender Sensitization programme, Poster Making Competition on water conservation, Awareness programmes on drug abuse, Blood Donation Camps, Cleanliness Drive, etc. Mentor-Mentee scheme is implemented for identifying problems of the students regarding academic, social and financial issues. The College collects the feedback from the faculty, students, alumni and parents and it was analysed using different parameters.

Teaching-learning and Evaluation

The most important thing in teaching learning process of this institute is ability of its teachers to create enthusiasm, ignite passion and generate curiosity among the students. The teachers are deputed off and on to participate in conferences, seminars and symposia, orientation and refresher courses to boost their teaching skills and make their teaching more innovative and effective. The admission process of the College is managed by admission committee which is responsible for designing admission forms and prospectus and counseling of the students at the entry level. The admission in various courses is based on the merit in the qualifying examination with special concession to SC/ST and girls. To cater to the diverse needs of the students various subject combinations are offered so that the students can choose the combination of subjects according to their liking and competence. The admission process is followed by academic calendar which facilitates students for participation in various curricular and co-curricular activities. The time table committee designs time table, providing specific time slots for all subjects. The whole process of education is student-centric, and different units are framed in the College to facilitate different aspects. The College has an active Placement Cell, Women Cell, NSS & YRC etc. The teaching plan is given well in advance to enable the students to be mentally prepared for the topics to be taught. During the lectures, interactive question answer sessions are arranged. As a second step, assignments are given to be submitted by the student within stipulated period. Group discussions as a part of evaluation is incorporated for interactive learning. Team presentations are organized for proper team work and collaborative learning.

IQAC of the College supported by the senior faculty members monitors all the curricular, co-curricular and extra-curricular activities in the College and ensures to provide all the necessary support to teachers and students for better teaching and learning process.

Research, Innovations and Extension

Currently the UG program is running in College therefore there is little scope to carry out research activities by the students of College. The College has provided all facilities to faculty members and encourages them to

involve in quality research and as a result of it most of the faculty members have completed their Ph.D. and research papers have been published in reputed National/ International / refereed / non-refereed journals during the last five years.

The College has motivated their students and provides platform for extension and social responsibility through the activities such as campaign against illiteracy, AIDS awareness, cleanliness drives. etc. The College has promoted the Idea of plantation for green environment and cleanliness; awareness programmes to wipe out social evils through its NSS awareness activities. Various activities like use of helmet, to comply with traffic rules, blood donation camp, health awareness (Yoga) are being organized regularly. Seminar and Extension Lectures are conducted throughout the year by inviting people having expertise in their fields.

The College also motivates the students for their involvement in various social movements / activities through NSS and NCC units which promote citizenship rules and social awareness movement . During NSS camps, the students come in contact with the villagers and inspire them to make their environment pollution free and aware them about the various welfare schemes run by the State Govt. as well as Centre Govt.

Infrastructure and Learning Resources

Shaheed dalbir Singh Govt. College Kharkhoda always takes positive measures and initiatives to make the teaching-learning environment more effective and efficient by providing adequate academic infrastructure. The College encompasses a well-maintained campus spread over 11 acres of serene green land. The existing infrastructural facilities are utilized both for conducting theory and practical classes.

 The College has 21 spacious classrooms for conducting theory and practical classes to cater the needs of students. All laboratories (Defence Studies, Physical Education, Psychology, Geography, and Computer-cum-Language lab) are well equipped and well maintained as per UGC/ Affiliating University & Haryana Govt. norms. The College has three Smart Class Room with ICT enabled equipment and also has two ICT enabled class room for students. The College has a Multipurpose Hall with the seating capacity of 250 persons to conduct conferences, seminars, Indoor games and workshops for students and faculty members.College has well equipped central library , fully automated with soul software 2.0

The Institution has adequate facilities for sports/ games (indoor, outdoor) with a vast playground with four hundred metre tracks for athletics and cater to the needs of various outdoor games. As far as cultural activities are concerned, at the beginning of the session, talent search/hunt programme is organized by the College to bring out the hidden talent of the students through different activities like General Song, Solo Dance, Folk Dance, Rituals, Painting, Slogan Writing, Mime, Rangoli, Haryanvi Skit, Mono-Acting etc.

The average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last five years is Rs. 161558.The Number of teachers and students using library per day over last one year is 40. The College has 50 MBPS internet bandwidth through lease line as well as Wi-Fi*. Also the Student - Computer ratio in College is 14:1*

Student Support and Progression

The College is always ready to serve students to support them in each and every dimension which can lead to overall development of the students.

The College offers a wide range of prizes such as academic prizes, sports prizes, prizes for achievement in extracurricular activities (NSS/ Cultural/ subject societies). Apart from these prizes, awards and many kinds of scholarships are also granted to students belonging to different categories such as Post-Matric SC Scholarship, Post-Matric BC Scholarship, under graduate girl's merit scholarship, meritorious incentive scheme. Students are provided financial help through welfare schemes like Earn While You Learn (EWYL) scheme in which they can earn by providing their services in library, laboratory, offices etc in their vacant periods. The College staff also provide fees to poor students as donation.

Since education is not only to acquire the bookish knowledge, the College also tries to inculcate capabilities in young academicians and give platform to express their thoughts in a lucid manner. The College also provides a platform for overall development of students by organizing various cultural and sports events throughout the year. Departmental activities are also designed in such a manner which can enhance capabilities and provide confidence in students, Capacity building and skill enhancement initiatives are taken from time to time so that more empowered and skilled human resources can be provided to the society.

Further, the Placement Cell of the College organizes extension lectures and workshops providing information about employment opportunities in this modern era and help students to grab the real time opportunities of placement. Grievance Redressal Cell of the College helps students to resolve their grievances related to sexual harassment and ragging cases etc. The College also has career counseling cell so that proper guidance for future career of students can be given a professional direction. Time to time alumni association meets are given stage to share experiences and cherish the attachments with their College and batch mates so in order to build strong associations.

Governance, Leadership and Management

The vision of the College is to provide higher educational opportunities to the students residing in the city and adjacent village areas. The College possesses the culture of decentralization and participative management for the smooth functioning. The Principal ensures that power is delegated at each and every step of policy-making, planning, execution and evaluation. The College broadly focuses on academic and non- academic activities for the holistic development of the students. Being a government College, the College is governed by the policies the Department of Higher Education Haryana which issues regulations, policies framework from time to time to carry out the administrative activities of the College as per the needs and requirements and directs the principals of Govt. Colleges for the compliance . To attain and maintain the quality of an institution, it is necessary to frame the policies/ programmes, practices and execute them in true spirit by the all the pillars of the institution. There are considerable number of parameters to assess the performance of the teaching and non-teaching staff .The College Formulates the internal audit Committee time to time for the purpose of auditing. Effective and efficient use of available financial resources is checked by regular annual Audit. The committee scrutinises all record and data and makes suggestions based on their findings .Bursar appointed in the College checks all vouchers, Bills on regular basis and Internal audit .The bursar checks and verifies all vouchers of transactions with reference to sanctioned budget and availability of the funds of the College. The College adopts well planned strategies for mobilizing funds and optimum utilization of resources. In addition to this, the College receives membership fees from the alumni and fees from students. The govt grant is received under pre-defined Heads. The Major Heads include Salary, Placement Cell, Earn While You Learn scheme, Women Cell, Lab Upgradation, Material and Supply, Sports, Library, Office Expenses etc. The IQAC of the College deals with the quality measures like preparation of academic and activity calendar, formation of Mentor-Mentee Groups and ensure weekly mentor classes, formation of alumni association, upgradation of existing infrastructure, maintain the records of teachers who attended OC/RC/STC/Workshop/FDP etc, organizing seminar/workshop

for capacity building of teaching and non-teaching staff, to finalize API Performa of teaching staff etc.

Institutional Values and Best Practices

Higher Education Institute operates in the context of larger education system in the country in order to be relevant in changing national and global context. Educational Institution has to be responsive to the emerging challenges and issues. The Institution organizes gender sensitivity programmes which convey safety and social security etc. of women & Divyangjans. The Student Grievances/Sexual Harassment /Anti Ragging Committee (SG/SH/ARC) is constituted under policy document of the College in order to prevent and prohibit all forms of sexual harassment in the College campus and other connected places, addressing and timely redressal of students' grievances and to prevent ragging incidents. The complaints received from the students, faculty members and the other stakeholders are processed and communicated towards the SG/SH/AR Committee. The College also takes care of the proper management of solid, liquid and e-waste. The rainwater harvesting system is also constructed by the College. Through drainage, rain water is accumulated in the vacant land area which helps recharging the bore wells. Moreover, some of the outstanding initiatives are also taken by the College in maintaining eco-friendly environment such as tree plantation, paperless office work etc. The College promotes the human values and professional ethics to sensitise the students. The College also conducts the periodic programmes regarding constitutional obligations, adherence to code of conduct and also celebrates national and international commemorative days and festivals. The Institution has successfully implemented its best practices in the area of Sports and cultural activities. The Institution's distinctiveness is clean and green campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHAHEED DALBIR SINGH GOVT. COLLEGE, KHARKHODA
Address	Shaheed Dalbir Singh Govt. College, Kharkhoda V.P.O. - Pipli, Delhi Road Near KMP Highway
City	Sonipat
State	Haryana
Pin	131402
Website	sdsgckharkhoda.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Kiran Saroha	0130-22584555	8901355485	-	gckharkhoda@gmail.com
IQAC / CIQA coordinator	Vinod Malik	0130-22584556	9466151566	-	malik323@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-07-2013

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Haryana	Maharishi Dayanand University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Shaheed Dalbir Singh Govt. College, Kharkhoda V.P.O. - Pipli, Delhi Road Near KMP Highway	Rural	11	2600

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Senior Secondary	Hindi,English + Hindi	240	240
UG	BCom,Commerce	36	Senior Secondary	Hindi,English + Hindi	80	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				26
Recruited	0	0	0	0	0	0	0	0	6	16	0	22
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				6
Recruited	4	1	0	5
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	5	1	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	8	0	9
M.Phil.	0	0	0	0	1	0	3	2	0	6
PG	0	0	0	0	0	0	2	5	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	393	10	0	0	403
	Female	82	3	0	0	85
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	63	68	87	87
	Female	13	13	16	18
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	56	47	32	45
	Female	23	27	24	21
	Others	0	0	0	0
General	Male	299	269	230	174
	Female	33	49	42	26
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		487	473	431	371

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	A key pillar of National education policy is liberal education which sensitize students to the fundamentally multi-disciplinary/inter disciplinary, the significant principle which merges with the element of choice is the introduction of Multi-disciplinary studies. Students are now free to pick subjects from either stream that might interest them pursue them as major and minor courses. Multidisciplinary is also reflected in the integration of vocational activities life skills, physical education and extracurricular activities within the pedagogy for the holistic development of student's personality. The meaning of curricular and extra-curricular activities together with the introduction of

	multidisciplinary studies is a step in the right direction. Marketing would be benefitted from studying behavioral psychology to understand how the customer makes buying decisions. Similarly political scientists could make use of Mathematical knowledge to analyze the results of their quantitative researches. The flexibility to choose subjects from sciences and humanities with the ability to also learn fine arts and sports will give students a wide range of subjects to choose without the restrictions they faced earlier. With creative combination of subject's cutting edge curriculum, flexible options and multiple entry and exit options during the undergraduate course students can explore their areas of interest and also choose careers of their choice. In addition this kind of approach will poster intellectual curiosity, a critical thought process self- reflection, leadership and team work skills a sense of commitment, professionalism and a heightened sensitivity to one's socio-culture environment. The educational institutes which are situated in remote areas and for rural areas will aslo be benefitted from the option of multidisciplinary education,sometimes the students of these areas cannot avail the option to take up as a subject in which they have interest. Now they have opportunity to take other subjects and stream and will be able to fullfill the dreams and would be enrich with more skill and professionally efficient.
2. Academic bank of credits (ABC):	The Academic bank of credit framework is part of national education policy 2020 and will allow higher education institutions to maintain a digital repository of credits earned by students under ABC, Students can choose to study one course in a year in one institution and switch to another one the next year. It is opened and operated by a student. Academic Bank of Credit (ABC) is a virtual/digital store house that contains the information of the credits earned by individual students through out their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving Colleges and universities. ABC will act as an authentic reference to check the credit record of any student in any course. It is a major instrument for facilitating multidisciplinary and holistic education and multiple entry and exit in higher education. Credit System under National Education policy 2020 means the standard methodology for calculating one

hour of the theory or one hour of tutorial or two hours of laboratory work per week for a semester (13 to 15 Week) ? One semester credit hour is defined a weekly minimum of one hour in class (or other required education meeting like lab, studio etc). Plus two hours of out of class work formally i.e .A credit score should required 4 class room hour and 8 hours of out of class hours each week in a 15 week term. ? 40 credits will be needed for a certificate, 80 to get diploma, 120 for a bechelor degree & 160 creditor for a degree with honors/research. As per the draft 1 credit is equallent to one hours of teaching or 2 hours of practical session or field work. Function of ABC 1. Academic Bank will be accountable for opening, closing and validating the academic accounts of students. 2. It will carry out tasks such as credit accumulation, credit verification, credit transfer/redemption of students. 3. The courses include online and distance mode courses offered by the government and institutes. 4. The validity of these academic credits earned by students will be up to seven years and students can redeem these credits. 5. The credits can be redeemed and students can seek admission directly in the second year at any university. The validity will be up to seven years, hence, students will have to rejoin within seven years. Shaheed Dalbir Singh Govt. College Kharkhoda is situated in rural area of distt. Sonipat, Haryana, 90% of the students belong to villages and come with family background of agriculture & labour, some time they can not continue their education/degree/diploma with some reasons. This credit system will help the students of rural background to leave any degree/diploma with credit points and would be able to re-entered to complete their education with the help of these credit points within the period of 7years.

| 3. Skill development: | National Education policy 2020 lays maximum emphasis on integration of curricular subjects and vocational education. Emulating the skill based model of educational environment by Shri Narender Modi ji, Vocational courses are under the spotlight now in a bid to make the Indian youth skilful, employable and atmanirbhar. Ministry of Skill Development Entreneurship has initiated a pilot project on hub and spoke model in hub and spoke model, industrial training institutes (ITI) Pradhan |

	Mantri Kaushal Kendras (PMKK) will be leveraged as hub of vocational education and training (VET), Schools will access the Skill training from this hub as individual spokes. The main objectives of the New education policy is to make a child skilled as well as to train him in whatever field he is interest in. In this way the learners are able to find out their purpose and their capabilities, Integrated learning should be provided to the students, They should have knowledge of each discipline and this should be applied to higher education for the students skill development. New education policy is not a circular but a Mahayog to lay the foundation of New system/country. Education policy used to focus on what you think. Now let's focus on how to think. We have to make our student global citizens and at the same time they should stay connect with their roots. With the help of New education policy students follow their passion with their interest at any stage. Students need to develop critical thinking. Students should map their interest ability and demand. Creating a national research foundation so that research & innovation can take place. Project of skill development can be implemented in every education institutions, As our College is situated in rural area and fit for implement Of the skill development project. In this project the traditional Indian occupation as well as new technology based should also be taught under this project. Although some skills have already been taught in vocational institution like carpentry, plumbing, pottery, electrical repairing, horticulture , embroidery, beautification courses, sewing & weaving etc. While other educational institutes may enrich with digital and technology based diploma degree and certificates courses. Training work shop like workshop on handloom, industrial training tally for account, marketing management, event management , soft skill development, personality development and sport management .
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The national education policy 2020, as the first such document of the 21st century, aims to reconfigure the education system of India on the Framework of Indian knowledge system with its emphasis on the rejuvenation of Indian languages, arts and culture the NEP 2020 is a promising policy document. Indian knowledge system IKS is an innovative cell under

	ministry of education (MOE) at AICTE, New Delhi is established to promote intra discipline research on all aspects of IKs, preserve & disseminate IKS for further research & social applications. In order to preserve & promote its art & culture develop high quality materials in various Indian languages conserve arte facts develop highly qualified individual to curate and run museums and heritage or tourist sites. In the traditional way, knowledge has been constituted, stored and maintained in the framework in oral cultural system. A different philosophy of knowledge and of cogitative processes informed this mode of orality. Knowledge in this mode is simultaneous not linear as is the case in scriptable traditions it is important not that oral cultural is an alternation cultural of knowledge not a default culture one that is there because writing system are unknown as is often alleged. Indian cultural & philosophy have had an important effect globally. The contribution of these eyeconic, legacies to world heritage on one hand need to not only be supported and conserved for future generations but also systematically researched improved and put to new uses through our evolving education system and the New education policy 2020. The education system today is designed for the atomized individual serving the industrialized world. It is not aimed at bringing to blossom the true potential of the students. It creates self centered job seeking individuals who are focused on making a living. we are capable of much more but education limits us. The solution for a new education system lies in Indian knowledge system our ancestors have delved deep into human nature & how it can express itself. The Mahabharata says "A student's learns one fourth from his teachers, one fourth from his own intelligence, one-fourth by with the passage of time, and one fourth from his peers." We need to create an education system that is based on this
5. Focus on Outcome based education (OBE):	Outcome based education is education in which emphasis is placed on clearly articulated idea of what students are expected to know & be able to do that is what skills & knowledge they need to have, when they leave the school system. In other words we can also defined outcome based education as it is an educational theory that bases each part of educational system around goals (outcomes). By the end of

	educational experience each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE, instead classes, opportunity & assessments should all help students achieved specified outcomes. OBE comprises of four measure components which covers 1. Curriculum design 2. Teaching & learning method 3. Assessment 4. Continual quality improvement (CQI) & monitoring There are few key issues in outcome based education are class size, expectations of learner, characteristics and reality, teaching practice & evaluation, & student motivation were the most commonly discussed challenges self-reported instructor characteristics and the perceived roll of the instructor often contradicted OBE model of learning. There are few benefits of outcomes based education (OBE) for students. It brings clarity among the teachers and students. Every student has the flexibility and freedom of learning in their ways. There is more than one method of learning it helps to reduced comparison among the students as everyone has a different target. As per as the role of teachers in outcome based education is OBE affirms teachers as facilitators rather than lecturer. In this model, teachers guide students through learning with Scuff folded & hands-on activities to support student engagement with new material and encourage the application of developing knowledge and skills. Outcome based education system is basically student centered, OBE it-self is not a teaching style or method. It is a principle designing your teaching in an effective way that enables learning happens and help student to achieve the intended learning outcomes. Therefore it is important in OBE is (what is learned) rather than (what is taught).
6. Distance education/online education:	The new education policy was launched by prime minister of India Sh. Narender Modi on 2nd July 2020 with the vision to set up new education system. That focuses on 5 pillars Affordability, accessibility quality, equity and accountability to ensure continual learning. The policy has been crafted efficiently to full fill the need of knowledge in the society & economy. So youth of the country can aquire new skills & technology. The policy has also focused on education reforms-specially on distance education & online education. So education can be accessible to each and every aspirant of education. Distance

education or online education is going to help to increase the Gross Enrollment Ratio from 26% (currently) to 50% (till 2030). Although concept of distance education is been in existence for many decades in the country and have benefitted to millions of the students,But the new education policy keep distance education and online education on central focus, with due help of technology it becomes more flexible, affordable, accessible for everyone. The distance education system is unique in nature to provide opportunity to every one specially those who cannot continue their study through regular mode, who have left their study due to job, financial circumstance etc., who have to help in family occupation and not have enough time for regular study and so on. It is affordable to almost every students because fee structure of distance mode is less costly, online and distance education policy is the gift to the youth for rural India. Most of the rural youth belong to low income group, distance education is in the accessibility of rural youth and provide more opportunity to learn variety of subjects and stream through online education it provide opportunity to students to work from anywhere at any time and also review lectures instantly and provide flexible learning schedule.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
138	138	138	138	138

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
488	487	473	431	371

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
136	136	102	102	102

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
108	119	146	70	67

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	21	15	15	15

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	15	15	15

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 16

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

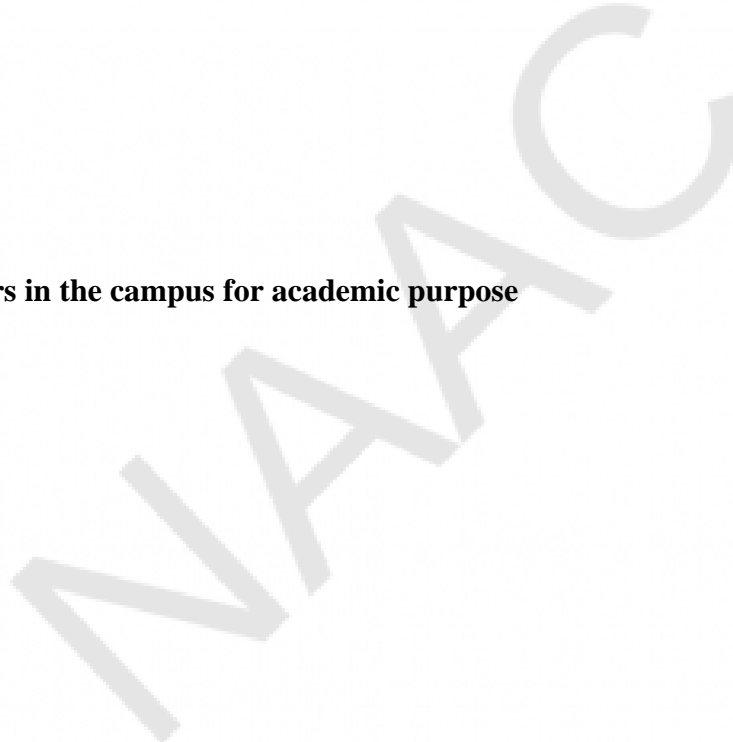| 2020-21	2019-20	2018-19	2017-18	2016-17
7.98	20.06	28.65	6.7	14.49

4.3

Number of Computers

Response: 42

4.4

Total number of computers in the campus for academic purpose

Response: 37

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Shaheed Dalbir Singh Govt. College, Kharkhoda, affiliated to Maharshi Dayanand University, Rohtak, follow the curriculum designed by it. At the beginning of academic session the College prepares the academic calendar in alignment with the University academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. We undertake following measures for effective delivery of the university curriculum at College level. The Principal addresses the newly admitted students in "Induction Program". This program orients the students about facilities and welfare schemes available, code of conduct and discipline, courses and extra-curricular activities. The faculty members take few lectures on the introduction of the curriculum. The Principal monitors the effective implementation of the Academic Calendar through formal meetings with Incharges and if necessary informal discussions are also make with faculty members. There is timetable committee which prepares the timetable faculty wise as per workload for the academic session. The library is informed for required text books, reference books and e-journals for the academic year by the faculty of each department. A comprehensive teaching plan is prepared by every teacher which includes the delivery of lectures, tutorials and practicals. ICT is used for effective teaching by the teachers of various departments. Unit Tests are conducted periodically and its results is displayed and discussed with the students in the class room. Assignments, seminars and project are given to the students under the supervision of the faculty. The faculty members encourage the students to read the reference books and take use of e- resources to update and enhance their subject knowledge. Remedial classes is given to slow learners and merit mission concept is implemented for advance learners. Additional facilities such as extra book issue and personal counseling are provided to slow and advanced learners. College organises special programmes for slow and advanced learners such as workshops, different co-curricular and extra-curricular activities. The departments organize study tours, excursions, field project and industrial visits for students' exposure to practical knowledge. Guest lectures of eminent faculty members from other institutions are arranged to give exposure of the current trends and the latest subject knowledge. Certificate Courses and Soft Skill programs are conducted for the overall development of the student. College provides competitive books for competitive exams like NET, CTET, HTET, DSSB, PRT, PGT, TGT etc., Magazine like India Today, Yojna, Kurukshetra, Reader Digest, Pratiyogita Darpan etc. Book bank is also there to facilitate them. Mentor-Mentee scheme is implemented for identifying problems of the students regarding academic, social and financial issues. The College collects the feedback from the faculty, students, alumni and parents. The collected feedback is analyzed using different parameters and the performance of the students,faculty and institution is assessed. The achievements of objectives of the syllabus are measured through students' performance in Internal tests, Group discussions, Presentations and University examinations. These steps develop creativity, innovation, and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary society.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is displayed on notice boards and is communicated to students through whatsapp groups. It is updated and revised with respect to any changes suggested by the university. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

Compliance of Continuous Internal Evaluation with Academic Calendar

1. Time-table – Time table committee prepares the time table as per the guidelines of affiliating university for the number of credit hours for each subject and the academic calendar prior to the start of the semester. Time-table is displayed on notice boards of every department.

2. Lesson Plan - After the allocation of subjects to faculty, lesson plan of each subject is prepared consisting of detailed teaching plan. It also contains the assignments to be uploaded on every scheduled date of academic calendar.

3. Internal Examinations- The dates of class tests are decided by the concerned subject teacher. Detailed Examination schedule is announced in advance, by affiliating University. In case of labs and projects, internal viva and practical exams are conducted by respective departments before/after the university examinations.

4. Assignments and Quiz - In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation. Assignments are provided to students on the scheduled dates mentioned in the academic calendar and solutions are submitted by students within ten days. Every teacher conducts regular class tests on the related topic for practice and revision .

5. University Exams- The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards.

6. Academic Monitoring- IQAC maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subject. Remedial classes are conducted for weak students in mathematical/conceptual subjects.

7. Amendments- In case of unseen conditions, academic calendar is modified and revised as per the instructions of affiliating University.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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 last five years

    1. **Academic council/BoS of Affiliating university**
    2. **Setting of question papers for UG/PG programs**
    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 9

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	3	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 48.57

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
228	270	247	156	194

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Shaheed Dalbir Singh Govt. College integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality, Environmental Awareness, which

are inseparable part of our curriculum.

1. Gender Equality : The College has Women Cell to provide counseling to students, promote gender equality among students and also deal with related issues of safety and security of female students, staff and faculty. Various awareness programs regarding Women Empowerment, Women Safety Act, Self Defence Training ,Gender Sensitisation and HIV/AIDS Awareness Programme through Documentary films, Mobile app were organized under the Women Cell committee to make girls aware of their rights and self-independent. Various workshops on stitching, cooking, Beauty and wellness, Best out of Waste for the girl students under the Memorandom of Understanding(MoU) with KanyaMahavidyalaya, Kharkhoda were organized. Women cell organized "Beti Bachao Beti Padhao" Abhiyan and students enthusiastically participated in this campaign, rallies & marches and also met people living in neighborhood slum areas to spread awareness about the declining girl child ratio in India. The College campus is secured with CCTV .

2. Environment and Sustainability: The N.S.S. unit of our College has been very proactive in conducting different extension activities not only in College premises but also in adopted villages also. The College has taken initiative in Swachh Bharat Summer Internship (SBSI) Abhiyaan and Tree plantation programs which are introduced by the Indian Government. The College has an integrated rain water harvesting System. There is an extensive ongoing tree plantation program. College celebrates the day of National importance as Earth day, Environment day. Keeping in view the environmental aspect, College has already set up a " Nature Interpretation Center" and Eco Club. Sanitation and cleanliness Drive in the College by the volunteer students and spreading the cleanliness message through nukkad natak and rallies in nearby villages. Under Swachh Bharat Abhiyan, College adopted villages and faculty & students spreading awareness about the role of clean environment in their lives and to motivate them to keep their surroundings clean through door to door campaign in villages to create an eco friendly environment around us all.

3. Human Values and Professional Ethics : Various Departments of the College constantly motivating students to participate in various activities relating to national development, social responsibilities and also helps in developing sensitivities towards community issues. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. The College takes efforts for integration of ethical and human values through extra-curricular activities like Fit India Movement, awareness on Road Safety and Traffic Rules, Drug Abuse etc. Programs conducted under N.S.S., YRC, SVEEP and Political Science Department help to inculcate human values through activities like Slogan and Poster Writing competitions, Pledge for Participation in Democracy (Voting Rights), Educational Tour, Entrepreneurship Development Competition, Guest lectures on value education, Mental Health Awareness Week, Blood Donation Camp, Run for Unity (Marathon) etc. have been organized for students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.45

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 0.61

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 03

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

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1.Feedback collected, analysed and action taken and feedback available on website
2.Feedback collected, analysed and action has been taken
3.Feedback collected and analysed
4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 73.62

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
187	246	180	185	226

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
320	320	240	240	280

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 60.05

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
77	82	51	56	80

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

The College takes every possible measure to understand the needs and requirements of students having different potential and learning capabilities. At the commencement of academic session, a two-day Orientation Programme is organized to make the students familiar with their course content, exam pattern and College environment. Wi-fi enabled campus helps students to update the knowledge and extension lectures delivered by experts. it gives them maximum exposure about the recent development in relative field.

As a general practice before the commencement of the session, students are assessed and identified on the basis of their performance in previous examinations, interacting by teachers with them to know their areas of interest and learning needs, faculty member identify slow and advanced learners and accordingly institution organises special programmes for slow and advanced learners such as workshops, different co-curricular and extra-curricular activities

Slow Learners:

- Motivational lectures are organised to create confidence among the students.
- Strong Mentor- Mentee relationship helps in improving slow learners.
- Participation in other curricular activities like sports meet, NSS camps and cultural activities help to develop social skills and creates bond with community
- Teachers encourage them to visit library frequently to expand their knowledge.
- The students were encouraged to study in groups.
- The slow learner's big problem is memory power, oftn the students forget whatever the learn. The teachers give useful tips on "how to recall", "how to write systematically", "how to learn" and "what to learn".

Advanced Learners:

- Teachers interact with advanced learner, counsel them to pursue relevant areas for higher studies guide them for employment opportunities.
- Institution provides competitive books for competitive exams like NET, CTET, HTET, DSSB, PRT, PGT, TGT etc.
- Magazine like India today, Yojna, Kurukshetra, Reader Digest, Pratiyogita Darpan etc. are also available.
- Book bank is also there to facilitate them.
- They are motivated to participate more and more in co-curricular activities like Quiz, Declamation, poster making, poetic recitation, debate, essay writing etc. to expand their horizons of learning.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

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

Response: 21.22

File Description	Document
Any additional information	[View Document](#)

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

Response:

Keeping in view the rural background of the students as most of them come from villages; the College, since 2013, has been imparting quality education to its students. Our mission is to build an environment of excellence and producing successful, dutiful and civilized citizens. Our endeavor is to make this Centre of excellence, a prominent educational hub that works towards the overall progress of the society by enabling the young minds of the nation to achieve what they desire to and what they deserve to. Taking into consideration the diversity of students and their knowledge and language, there is flexibility in medium of instructions both Hindi and English. The vision of the College is to develop the holistic environment for the students and make the students so efficient that enable them to overcome their fears and face the challenges of the society with confidence. Various efforts are made by the teaching staff to encourage participative and experimental learning. Problem Methodologies are employed to enhance the learning experiences of the students. New Teaching Aids like projectors smart boards, Power-point presentations are used to make the learning experimental and effective. Computer education has been made compulsory for all the students of the College not only to enhance their learning skills and to make learning experimental but to enhance their employability. The College has fully equipped laboratories of Geography, Defense Studies Psychology and Computer Awareness as per the requirement of curriculum. Students are encouraged to participate in Science exhibitions held at College level, district level and at state level. Field visits/ Excursions are organized to connect the theoretical knowledge with the practical one. Interactive sessions are organized by the departments from time to time to make the students' learning more effective. Various departmental activities like quizzes, seminars are also organized with the objective to ensure the maximum participation of the students.

The guiding principle behind using these student-centric methods is to ensure that students can link theory with practice, apply their knowledge and develop new skills. Workshops also develop creativity, innovation, and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary society.

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

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Present era of information and technology has made transmission and dissemination of knowledge more reliable and easier. Earlier students were confined primarily to the libraries scanning and browsing through various books and journals in the pursuit of knowledge. Also they had to spend extra time involved in the process of getting references and cross references for preparation of notes, term papers, assignments etc. But the changing of 21st century has witnessed tremendous revolution due to advent and expansion of information and communication technology. It is against this changing scenario that the College is trying its level best to keep pace with information technology. Obviously, internet is a revolution in information technology, its positive use provides with useful information and knowledge regarding programmes and courses offered. With this perspective,the College administration has always been ready for innovations and introduction of innovative teaching learning methods. The following measures are taken to transform the learning environment towards the creativity. The movies and documentaries related to syllabus are shown to students followed by incisively involved discussions about different aspects of the text.

 Entire college campus is wi- fi enabled. The subject societies of the College regularly take innovative efforts by organizing online Quiz, Poster Making Competition, Essay Writing Competitions, Slogan Writing Competition etc. throughout the academic session. There are 3 IT enabled class rooms. computer labs are well equipped with sufficient computers and all students are allowed as per time schedule to practice ICT facilities. Automated library isequiped with latest software Soul 2.0. Inflibet to acess online study material is subscribed by the college. College is registered under N-list to acess online study content by faculty and students.

During zonal youth festival cultural and literacy videos are used to fine tune the talent of studnets.To make students socially aware and live healthy life awareness documentary movies on save earth, indian air force. merchant of venice etc. are screened.

Whatsapp groups has also been created which facilitates constant interaction between the teachers and the students. In order to prompt responses regarding academic queries and redressal of grievances, the students are allowed to contact telephonically with concerned teachers.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

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

Response: 21:1

2.3.3.1 **Number of mentors** ?????????????? ???????

Response: 23

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.26

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 26.39

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	5	4	2

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

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

Response: 3.39

2.4.3.1 **Total experience of full-time teachers**

Response: 78

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal assessment for all courses and subjects is done strictly as per university guidelines. The College conducts internal assessment throughout the session. The class teachers ensure the consistency in performance of the students and constantly monitor the results. The internal assessment marks 20 for UG (B.A/B.Com) classes are awarded as under:

1.Class Test: 10 marks

2.Assignment: 5 marks

3.Attendance: 5 marks

- Surprise tests are conducted to check the consistency of students in studies once or twice in a semester as per the discretion of class teacher.The answer-sheets are returned to the students after the assessment with proper instructions and valuable suggestions. The teachers show the weakness of the students in the answer papers. It helps them in understanding the mistakes made in the papers.
- Assignment offer tachers a chance to assess students in more innovative ways.
- To ensure transparency, the students are provided with internal assessment schedule from time to time. Final score is also put on the Notice Board. The students may peruse their score and give their feedback after checking their answer-sheets. If any discrepancy is found that is immediately addressed/corrected before sending the score to the University. The teachers counsel the weak

students to guide them for the improvement and the tips for the best performance.

- Allotment of marks is decided by the Class teacher and checked by the HODs and the Principal before sending the same to the University. After evaluation record of asessment is maintained by the concerned teacher
- Throughout the semester academi performance of the students is evaluated by the teachers through various means such as performance in class test, presentations, group discussions. project reports etc.
- Field survey in geography let students to have actual experience of locationand sensitise them to the environment and community.
- The University in final Mark-sheet of the students adds the awarded score based on the assessment decided as per points 1 to 3 above.

This way a transparent mechanism is devised to counsel and guide the students update them for academics and pattern of examinations, their performance and improvement tips and finally make them ready for final examinations.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Mechanism to deal with examination related grievances is transparent, time bound and efficient. The College strictly adheres to the academic calendar as per the University norms. Working as a Centre of Excellence, the institution is committed to ensure value education and provides an academic atmosphere free from unfair-means. The menace of unfair means is totally curbed down with the help of staff members and university authorities. The principal has constituted a committee of senior faculty members to check and control any type of malpractice notice during the examination.

The College has a well-designed mechanism to deal with examination related grievances. The College has adopted three tier system to address the examination related grievances of the students. Depending upon the nature of grievances, the three tiers include Department/faculty level, College administration level . The department level grievances are related to their internal assessment marks in their Minor tests and assignments. Every teacher displays the marks of internal assessment on notice board to have full transparency in the system and the students who are not satisfied with their marks given by the teachers are advised to contact their teacher in-charge and resolve their problems. At the College level, a committee comprising of senior teachers has been constituted to take up the grievances of the students regarding filling of online examination forms, result-late issues, re-evaluation issues and any discrepancy observed in the mark sheet of the students. Besides, a senior teacher has been assigned the duty of registrar for the purpose of smooth conduct of minor tests during the academic session. Apart from these, Discipline committees are appointed by the College administration for the smooth and fair conduct of university

semester examinations. The College administration ensures the proper and timely display of exam related notices such as date sheet, any revision in the date sheet, issuance of admit cards and code of conduct on College Notice Board. At University Level, grievances related to semester examinations conducted by the affiliating University include wrong/non-declaration of result, non-receipt of awards, showing absent in examination, misprinting/anomalies in the DMC, anomalies in the results are taken up by the College administration and forwarded to the concerned University Officials in time with the request to resolve the issue at the earliest.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Course outcome of all the courses corresponding to all the programme are uploaded on the College web portal and the outcome are also communicated to the students in their classes by their respective teachers in charges. The College has formulated the mechanism for the uploading of lesson plan of all the courses for the various programme on the College web portal and the teachers are advised strict compliance of the lesson plan as per the University/College academic calendar. The faculty members chalk out their lesson plan in the beginning and it is communicated to the students with the programme and course outcome with the proper understanding of skills and knowledge they are going to acquire after completing the course.

The thrust of the programmes and the courses, the students have opted, is explained, in detail, at the time of orientation and induction. Doubts, if any, are explained and cleared and the students are also encouraged to opt for the programmes and courses in which they are genuinely interested so that they can really do justice and enjoy the profession they may go in for. The College website, information brochure and the annual report clearly state the mission and objectives of all the departments of the College. These sources of information make it a point to highlight the significant achievements of the students and list the kind of jobs that students get after completion of different programmes/courses.At the beginning of each academic session, an orientation programme is conducted by the College to make the students well-versed with the various programmes and courses offered by the College as also their outcomes. They are also told about various job opportunities available after successful competition of these programmes and courses. In view of the shrinking jobs in public sector, the students are constantly encouraged to be self-reliant. Although the offered courses provide many job-opportunities, the attempt is to make these courses not merely job oriented but also to provide holistic education to the students to enable them to face all the challenges of life in this age witnessing rapid changes including employment and thus make them try to be their entrepreneurs.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

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

Response:

The College is committed for holistic growth, inclusive education and overall development of the students. Merit holders in academics, best YRC, N.S.S volunteers, cultural activities position holders and students having sports achievements are honoured in the annual prize distribution function. Moreover, the Annual report of the College also reflects the attainment and evaluation of programme outcomes and course outcomes.In addition to the display and communication of course outcomes (COs), Programme specific outcomes (PSOs) and Programme Outcomes (POs), the IQAC of the College ensures the accomplishment of these outcomes with its goal of providing quality education to the students. The program outcomes are asessed with the help of various methods like home assignments, class tests, university examintions, practicals, group discussion,participation in class activities. students are motivted to participate in various compettions, seminars and conferences etc.

In this direction, As per the direction issued by the IQAC of the College, the efforts are made by the faculty members to achieve the outcomes as envisaged by the curriculum committee. The College adopts the following two frameworks to assess the Cos and POs:

1.Quantitative Framework- This framework is based on the performance of the students in day to day classroom teaching -Learning process. Outcomes of the students are assessed through class test, assignments, quizzes, attendance, Level of Interaction and Curricular activities. This has 20% weightage in the university exams. The students are encouraged to develop their strategies to perform better.

2.Qualitative Framework- The Qualitative framework outcomes involve the co-curricular activities, participation of the students and focussing on overall personality development of the students. These outcomes are attained by organizing different types and levels of competitions like:

Talent Search Competition.

Literary Competition organized by subject societies.

College Level Cultural Fest.

University Level Youth Fest.

Workshops based on skill and knowledge.

College Level Annual Athletic Meet.

Participation in Various Sports competition.

For attainment of PO and CO, 80% weightage is given to university examination and 20% weightage is given to internal evaluation at UG level.

Further the suggestions and recommendations on the POs and COs are collected through the feedback designed by the IQAC at the end of academic session from all the stakeholders and constructive measures are taken by the IQAC to improve the holistic environment of the College.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 15.43

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
49	11	16	6	2

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
107	119	148	72	67

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.77

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	11	11

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

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 9

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	1	1	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.22

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	0	0	0

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

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.11

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The College has constituted various clubs and societies like YRC, RRC, NSS, NCC, Women Empowerment Cell, Placement Cell, Legal Literacy Cell etc which conduct various extension activities during the last five years. The list of activities conducted by the College is given as under:

1.Tree Plantation Drive through rallies by the College Students.

2.Extension activities on Health and Hygiene.

3.Organizing Blood Donation Camp by the NSS of the College.

4.Sanitation and cleanliness Drive in the College by the volunteer students and spreading the cleanliness message through nukkad natak and rallies in nearby villages.

5.Awareness on Road Safety and Traffic Rules through extenstion lectures organized by the Road and safety committee.

6.Various awareness programs regarding Women Empowerment, Women Safety Act, Self Defence Training ,Gender Sensitisation and HIV/AIDS Awareness Programme through Documentary films, Mobile app were organized under the women's cell committee to make girls aware of their rights and self-independent.

7.Drug Abuse Awareness through Nukkad Natak.

8. College Women cell organized "Beti Bachao Beti Padhao" and Students enthusiastically participated in this campaign, rallies & marches and also met people living in neighborhood slum areas to spread awareness about the declining girl child ratio in India..

9.Run for Unity (Marathon).

10.College has organized various awareness programs i.e. Women Empowerment, Women Safety Act, Self Defence Training and Gender Sensitisation under the women's cell committee to make girls aware of their rights and self-independent.

11.Under a Swachh Bharat Abhiyan, College has adopted five villages and faculty & students spreading awareness about the role of clean environment in their lives and to motivate them to keep their surroundings clean through door to door campaign in villages to create a eco friendly environment around us all.

12.Awareness on Social Issues through Nukkad Natak. .

13.Workshops on stitching, cooking and Beauty and wellness for the girl students under the Memorandom of Understanding (MoU) with Kanya Mahavidyalaya, Kharkhoda.

14.Organizing activities i.e. Slogan and Poster Writing to spread awareness on social issues .

15.Pledge for Participation in Democracy (Voting Rights).

16.Educational Tour for the students for enhancing their knowledge.

17.Entrepreneurship Development Competition.

18.Mental Health Awareness Week.

19.Best out of Waste Workshop activities for the students by Women Cell.

20.Yoga Day Celebration on International yoga Day for the Physical Development and to make student aware of the benefits of YOGA and exercise in their daily life.

21.Fit India Movement.

College departments constantly motivating its students to participate in various activities relating to national development, social responsibilities and also helps in developing sensitivities towards community issues, inculcating values and commitment to society and country.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 55

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	25	6	10	9

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 164.42

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
308	1988	568	489	435

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 3

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of linkage related Document	[View Document](#)
Any additional information	[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the last five years

Response: 9

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	1	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document](#)

Criterion 4 - 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.

Response:

The College always takes positive measures and initiatives to make the teaching-learning environment more effective and efficient by providing adequate academic infrastructure. The College provides proper facilities for theoretical as well as practical classes. The College encompasses a well-maintained campus spread over 11 acres of serene green land. The existing infrastructural facilities are utilized both for conducting theory and practical classes. The detail of facilities is given as under:

Classrooms: The College has sufficient number of well furnished, well ventilated, spacious 21 classrooms for conducting theory and practical classes to cater the needs of students.

Laboratories: All laboratories (Defence Studies, Physical Education, Psychology, Geography, and Computer-cum-Language lab) are well equipped and well maintained for carrying out curriculum-oriented practical classes. All the laboratories are established as per UGC/ Affiliating University & Haryana Govt. norms. Practicals are conducted for the duration of three periods for each batch. Batches are made for the group of 15 to 20 students, One batch consists 20 students for first year and one batch consists 15 students for second and third year as per the direction of Higher Education Department of Haryana.

Technology Enabled Teaching and Learning: The College has one Smart Class Room with ICT enabled equipment such as Projector, Computer and Wi-Fi enabled Smart Board. The College has two ICT enabled room for student. The College has also ordered for two Smart Class Room's equipment, hopefully it will deliver and install within two months.

Multipurpose Hall: The College has a Multipurpose Hall with the seating capacity of 250 persons to conduct conferences, seminars, and workshops for students and faculty members.

Departmental Offices/Reading Room: The College has five research cells for various department. One for Commerce, one for Defence Studies and Physical, one for History, Psychology and Political Science, one for Geography and Economics, one for Hindi and English.

Computers: College administration is always ready to take necessary steps to fulfil the computer requirement of teachers, students & departments. At present, College has Forty two computers along with a number of printers and internet facility and One Laptop for Principal.

Library: College has well equipped central library with reference and text books, magazines, newspapers etc. The College library provides Book Bank facility where students can borrow the books.

Common Room for Girls: This is separately available for female students, where they can sit in their leisurely time. The Girl's Common Room includes sanitary vending machines, washrooms (adjount to girls common room) and Dustbins etc.

History and Haryanvi Dharohar Museum

The College has established History and Haryanvi Dharohar Museum under the Deptt. of History. The Museum is a showcase of unique archaeological, cultural and architectural heritage of Haryana.

Particulars	No.	Particulars	No.	
Principal's Office	01	Clerk Room	02	
Smart Class Room/ Language Lab.	01	Dispensary	01	
Computer Lab.	01	Staff Room	01	
ICT Facilities Room	02	Bursar Office	01	
Security Guard Room	01	NAAC Office	01	
Wash Room	12	NSS/Placement Office	01	
Red Cross Room	01	Women Cell Office	01	
Sports/ Cultural Office	01	Registrar Office	01	

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Shaheed Dalbir Singh Govt. College Kharkhoda offers a number of opportunities and resources to the students to develop the personality of its students.

Sports Facilities: The sports department of the Shaheed Dalbir Singh Govt. College Kharkhoda is headed by an Assistant Professor of Physical Education and various sports activities are conducted by the sports board consisting of senior faculty members. The College has a vast playground with four hundred metre tracks for athletics and to cater the needs of various outdoor games. Beside a large multipurpose hall provides all facilities to conduct indoor games at various levels. The outdoor games include athletics, Volleyball, Kabaddi, Hockey and Kho-Kho. The indoor games include Table Tennis, Badminton, Chess, Carom, Judo, Wrestling, Wushu and Yoga. The College has started Physical Education as an elective subject in graduation i.e., 2016-17 session. The College organizes Annual Athletic Meet every year and the winners are awarded in the Annual Prize Distribution Function. The best athlete (Male) and best athlete (Female) are awarded with cash prizes and College Colors for outstanding sportsperson. The College organizes as well as participates in various sports activities ranging from College level to state level. In addition to this, the College students bring glory to the College by representing and winning at national/ international level tournaments.

Cultural facilities: As far as cultural activities are concerned the College has earned a reputation in the region. At the beginning of the session, talent search/hunt programme is organized by the College to bring out the hidden talent of the students, through different activities like General Songs, Solo Dance, Folk Dance, Rituals, Painting, Slogan Writing, Mime, Rangoli, Haryanvi Skit, Mono-Acting etc. On the basis of performance of students in talent hunt programme, teams are prepared to participate in youth festival and Haryana Day Celebration festival organized by Govt. of Haryana as well as the universities situated in Haryana. The College hires the services of professionals to train the students in the events like Skit, Folk Song, Rituals, etc. The outcome of the excellent sports and cultural activities is witnessed by the students by winning many awards/prizes at various level.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 18.75

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.44

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.08	2.26	3.67	0.50	9

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The library of College is automated using ILMS .The soul software version 2.0 is being used in College library.

About the Software:

Software for University Libraries (SOUL) is a state-of-the-art Integrated Library Management Software designed and developed by the INFLIBNET Centre based on requirements of College and University libraries. It is a user-friendly software developed to work under client-server environment. The software has been designed to automate all housekeeping operations in library like issuing of books ,return of books and generation of fines implemented after delay in return of books.

Name of ILMS software : SOUL software (software for university library)

Nature of automation (fully or partially) partial Version 2.0

Year of Automation 2017

Library attracts students to read and develop the habit of reading and learning. It increases their thirst for reading and enlarges knowledge. The College has a good library augmented with wide range of rare books, manuscript, general books, dictionaries, encyclopaedia, Upanishads, Vedas, fiction, non-fiction competitive books etc., which plays a vital role in promoting and encouraging the process of learning and gaining knowledge. The College library is catalogued by the trained staff. The books are catalogued for easy access to the students. The list of available study materials is also entered and stored in computer. The books of the College library can be categorized broadly in the following way.

Encyclopaedia.

Dictionaries: It includes English and Hindi dictionaries.

Religion: It includes Geeta, Veda, Upanishads, Ramayana and books on social reforms etc.

Fiction and Non-fiction: It includes collection of fiction (Novel, story books) and non-fiction of both Hindi and English languages.

Biographies

Competitive Exam Books: It include various competitive exam books such as UPSC, HPSC, HSSC, Banking, Railway, NET, GATE, CAT and other entrance examinations etc.

General and Reference Books: It includes general books and reference books covering different subjects as per the requirement of curriculum.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases
    6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.3

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.29	0.70	0	2	1.50

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 4.5

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

Response: 23

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The globe has seen a paradigm change in technological growth in all sectors of life in the twenty-first century. Similarly, higher education institutions have embraced cutting-edge technology to improve the teaching-learning process. In addition to standard teaching learning tools such as black board, white boards and chalk, Shaheed Dalbir Singh College, Kharkhoda has smart interactive boards. The College has one computer lab with updated configuration. This lab is monitored by Coputer Instructor and assisted by a well qualified Lab Attendant. All the computers in the computer labs are connected through LAN. A lab attendant has been assigned to maintain the lab infrastructure. The maintenance work of computers (hardware and software) is done by the local vendor.

The College web portal is monitored and updated with day-to-day activities by the faculty of Computer Science. The College has 50 MBPS internet bandwidth through lease line as well as Wi-Fi. The College makes consistent efforts to improve IT infrastructure and facilities as per the requirement. The College has a plan to install digital display board and central announcement system in the campus. The College provides free Wi-Fi facilities to the students as well as to the faculty members. The Wi-Fi service is provided by the Reliance Jio as per the MOU signed by the state government with the company. The biometric attendance system is also operational for the College staff. The College as well as the affiliating university has taken several steps regarding the use of advance IT facilities for the various academic activities such as online class during Covid-19 pandemic, online admission process, Direct Benefit Transfer (DBT) in scholarship schemes, online submission of examination forms, internal assessment

awards and feedback system. The College has also ordered for two Smart Class Room's equipment, hopefully it will deliver and install within two months. The College administration and faculty members work with full enthusiasm to make teaching-learning process more interesting and effective.

Details of Updated IT Facilities are as Follows:

1. Turbo C

2. Windows OS

3. SOUL 2.0

4. Quick Heal

5. 42 Computers with LAN

6. 3 Classrooms ICT enabled

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13.19

File Description	Document
Upload any additional information	[View Document]
Student – computer ratio	[View Document]

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document]
Details of available bandwidth of internet connection in the Institution	[View Document]

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 35.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.62	3.32	4.81	3.80	3.99

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

Physical Facilities: The College has adequate physical facilities including laboratories, classrooms, computers, washrooms, office for various committee incharges, drinking water facility (with RO and water cooler), playgrounds, multipurpose hall, smart classrooms, solar power palnt, inverter and generator set etc. are available for all round development of students. The students are charged for these facilities at the time of admission as per the norms of the University and state govt. Besides, recurring grants are allocated by the Department of Higher Education for the maintenance of physical infrastructure. The College follows a systematic procedure for maintaining and utilising the available physical infrastructure. In this regard Shaheed Dalbir Singh Govt. College, Kharkhoda has formed infrastructure maintenance policy. As per the policy documentsThe College administration constitutes a committee of teachers/ office staff at the beginning of each academic session for the maintenance of physical infrastructure. The College administration always keeps vigilant eye on the quality of maintenance and requirement of infrastructure and equipment. The students of the College are also encouraged to provide their feedback regarding the status of available infrastructure as well as additional requirement thereof. The campus maintenance is monitored through surveillance cameras. The College ensures regular maintenance and upkeep of all infrastructural facilities. Furniture and equipments are purchased & repaired on regular basis as per the requirements. The College has appointed Trained Lab Attendants & ITI apprentices, Saksham Yuva personnel and Computer Network Assistants to ensure maintenance & regular support services related to computer hardware and software. The College awards Annual Maintenance Contracts (AMCs) to external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, CCTV Cameras and biometric attendance system etc. All the details of physical infrastructure are

maintained in stock registers. Physical stock verification of all the entities is done annually by the committees of faculty members appointed by the College administration at the end of each financial year. Instruments in labs, RO, Overhead Water Tanks, Inverters, Generators etc. are got serviced regularly.

Departmental Laboratories:

The College has well maintained departmental laboratories. Under the supervision of head of the concerned department, lab attendants (as per the availability) maintain the efficiency of the College laboratories and accessories. The concerned head also purchases equipment to improve the lab by using Lab augmentation grant, which is provided by government every year.

Academic Facilities:

The College has devised a system of optimal utilization of academic infrastructure. To improve the quality of teaching and learning process the College has also ordered for two Smart Class Room's equipment, hopefully it will deliver and install within two months. All the faculty members are using latest teaching learning techniques and the administration is also has sheer dedication to improve the academic infrastructure.

Library:

The College has a well-maintained library with a collection of 4243 books. The College receives an annual grant from the state government to update and upgrade the library with the passage of time. Furthermore, the College collects a library fee from students at the time of admission in accordance with state government regulations. The grant/library fund is used to buy books, newspapers, magazines, furniture, computer systems, and other items. The College library is equipped with the "SOUL" Software and the students are provided ID cards to get the books issued. The academic infrastructure available in the library is well maintained by library advisory committee constituted by the College administration. For purchasing new books, the library advisory committee consults the Hods of each department and the books are purchased as per the recommendations of the Hods.

Language lab/ Computer Labs:

Good communication skills are indispensable for the success of any professional. If one wants to reach out to people, he or she has to speak their language. The English language, in particular, has become essential in the lives of young people who aspire to advance their careers anywhere in the world. English language learning has therefore become a must for every Indian student today. To keep this in mind the College has established a Language Lab/Computer Lab to improve the communication skills of the students because the language laboratory plays an important role in the language learning process.

Smart Class Rooms:

There are Wi-Fi enabled smart class rooms in the College campus. Maintenance works of this class rooms are assigned to a well-qualified office staff member having expertise in ICT.

Sports:

Physical Education & Sports Department of the College is committed to ensure students' participation in

physical activities and to ensure wholesome personality development of all the students. The students are trained to participate at International/ National/State Level and Inter-University Level competitions. The college also organises annual athletics & selection trials to select teams for various games/sports activities organised by concerned University and Higher Education Department of Haryana state. The College provided sports uniforms, equipments, TA and DA during competitions /tournaments as per the availability of allocated budget and provisions.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 2.25

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
14	0	18	8	10

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document]
Upload any additional information	[View Document]
Institutional data in prescribed format	[View Document]

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1. **Soft skills**
    2. **Language and communication skills**
    3. **Life skills (Yoga, physical fitness, health and hygiene)**
    4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 15.88

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	108	117	140	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1. **Implementation of guidelines of statutory/regulatory bodies**
    2. **Organisation wide awareness and undertakings on policies with zero tolerance**
    3. **Mechanisms for submission of online/offline students' grievances**
    4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.37

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	5	2	8

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 44.44

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 48

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 46.67

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) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	0	10	10

File Description	Document
Upload supporting data for the same	[View Document]
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 21

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	8	8	3	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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)

Response:

The election of student council were banned by the state government in late 90's due to which there was no formal student council till 2017. In 2018, the state government decided to conduct the student council elections and consequently the election was held as per the directions of state government in September 2018.The College is always ready to provide ample opportunities to the students in various academic, administrative and co-curricular activities to enhance decision making ability among students. Students are given active representation in various departmental/cells-NSS,YRC,WOMEN,RRC etc. activities are designed in the way to explore the strengths and capabilities of the students all students are given equal chance refusal to participation has never been in practices of the College. The departmental head and activity in charges ensures the maximum active participation of students with great zeal and enthusiasm. The students got prizes in Zonal youth festival and represented at University level. The student council comprises of President, Vice President, Joint Secretary and Executive members(one post reserved for girl student). Student council provided a platform to sharpen the leadership skills and feeling of responsibility in all the representatives and administration of the College supported them fully to cheer their responsibilities. Topmost the students are given freedom to express their thoughts and feeling about the College administration and their academic rights. To give exposure to the students and to develop confidence they are given opportunities to conduct stage in main cultural and departmental events and also help in hospitality arrangements. The students of different streams are given opportunities to be member of IQAC to express their thoughts in various decision regarding College betterment. Women cell of college engage four students as coordinators one as head girl,one common room incharge and two activity incharges chosen from the girl students to build a sense of leadership among them. One of the best decision which could be counted is that the college students took the initiation and actively participated to make herbal park in the College premises and the student participation in College beautification and landscaping is always inspiring.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 20.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	36	19	15	18

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response:

Feeling a duty to give back to the institution of their learning what alumni acquired from it, with renewed fruitful learning experienced in their lives, the alumni synchronize their institute and society to make a better place for learning. The College decided to form an Alumni Association and to develop an alumni network for connecting with their Alma-Mater for mutual benefit. Shaheed Dalbir Singh Govt. College Kharkhoda has produced several renowned personalities including Teachers, Lawyers, Chartered Accountants, Businessmen, Army Personnel, Police Personnel, Contractors, Bankers, Social Workers, Entrepreneurs, etc. The Alumni started their contribution to various initiatives launched by the College. The Alumni Association got registered under name **Shaheed Dalbir Singh Govt. College,Kharkhoda** with the registration number 01690. The office bearers comprise of President Mr.Rohit (Batch -2016 Arts), Mr.Deepak Vice-President (Batch-2016 Arts), General Secretary Ms. Kajal (Batch-2016 Commerce) Joint Secretary Mr. Sachin (Batch-2016 Arts) and Treasurer Ms. Shneh (Batch-2016 Commerce). The association have its own parameters with aims and objectives, eligibility, membership fees, administration, duties of office bearers, rights of members, termination of membership, Rights of Executive Members, Finance and Accounts, Meetings, Elections, Amendment of rules and Bye laws,etc. Alumni Association has always been source of support and inspiration for the students and teachers so in the mean time when alumni association was not registered it has worked on same parameters as the registered association would have done.The Association has been constituted **informally and formally** from the past time with the following aims and objectives as given below:

1.To bring old students together to exchange nostalgic feeling, ideas and thoughts.

2.To hold regular meeting to discuss the needs and requirement of the College.

3.To help the students financially and academically.

4.To work for the better education and moral upliftment of the society. The association always contributes in different ways- such as tree plantation, guidance in Online Admission Process, Arranging felicitation ceremonies for the alumni. Some of the alumni are also the member of College IQAC for providing innovative ideas for the betterment of College and society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

VISION :

The vision of Shaheed Dalbir Singh Govt. College Kharkhoda is to provide higher educational opportunities to the students residing in the city and adjacent village areas, and also to provide quality education to underprivileged classes and economically backward sections of the area so that the nation's dream come true by imparting higher education. The vision of the College is to develop itself in all modern facilities and incorporating new streams of study. The College is striving continuously towards achieving this goal. With limited resources and infrastructure, the College has created a milestone. To achieve the vision, the College constantly focuses on improving the infrastructure and resources. The College tries to uplift the socio-economically weaker students by providing the benefits of the schemes announced by the government such as: Implementation of the policies of higher education. Giving the benefit of welfare schemes like scholarships to SC/OBC/Minorities and weaker sections of society.Imparting quality education to students, specifically to those who are economically backward, and nurture them to become responsible persons by raising their level of education and social status. Providing value-based education and igniting young minds to bring the best out of them. Imparting quality and value education with a view to prepare the students to face challenges. Ensuring inculcation of high standard of morality and discipline among students.

Mission and Objectives:

Imparting quality education to students, specifically to those who are economically backward, and nurture them to become responsible persons by raising their level of education and social status. Providing value-based education and igniting young minds to bring the best out of them. Imparting quality and value education with a view to prepare the students to face challenges. Ensuring inculcation of high standard of morality and discipline among students. These aims and objectives are communicated through lectures, seminars, NSS camps and Personality Development Programmes, Red Cross society, Sports, Legal Literacy Cell, Women Cell, Placement and Career Guidance Cell, Computer knowledge, Project Work etc. Such activities have been incorporated as an integral part of the curriculum.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The Shaheed Dalbir Singh Govt.College possesses the culture of decentralization and participative management for the smooth functioning. The College Principal ensure that power is delegated at each and every step of policy-making, planning, execution and evaluation. The College broadly focuses on academic and non- academic activities for the holistic development of the students and each department of the College enjoys its own autonomy in terms of day-to-day working. Academic activities like preparation of departmental time table, timely completion of syllabus, lesson plans, teaching methodology, extension or expert lectures, workshops, industrial visits and creation of a systematic process for value-added/add-on courses and the freedom to take decisions rest with them. To promote participation of the staff in policy making and decision making, regular meetings of the staff-council and student council are conducted wherein the faculty is given an opportunity to express their views. All major policy decisions and future action plans are discussed and finalized by the Principal, College Council and IQAC, all of which comprise senior faculty members. And Non Academic activities in which all subject associations and other clubs/association in charges enjoy operational autonomy in the day to day working and organization of various events. When the institution organizes some event on a big scale, authority is delegated to suitable faculty members who in turn form various committees who work under the guidance of sub-conveners.At the beginning of the session, various committees are constituted by the principal for smooth functioning of various administrative, academic, cultural & sports activities of the College.

Major committees are like :

Admission Committees- These committees are constituted just before the beginning of the new academic session to ensure smooth admission process.

College Council- It comprises of five-six senior faculty members. Principal is the ex-officio chairperson of the council. The council frames various policies as per the requirement of day to day College administration.

Bursar- A senior faculty member is assigned to perform the duty of Bursar. Bursar deals with all the financial matters and manages the accounts with the help of office staff.

Internal Quality Assurance Cell- IQAC has been established in the College since 2013 as per norms of the NAAC/UGC comprising of some senior faculty members, students, social workers, Alumni, etc. The IQAC works as a catalyst to improve the quality of teaching-learning environment, infrastructure. It adopts the quality management strategies to attain academic excellence.

Grievance Redressal Committee- The College has a grievances redressal committee under the convenership of senior faculty member. It looks into the grievances of students, faculty and staff and suggests remedial measures.

Purchase Committee- The members of the purchase committee oversee all purchases of the College.

Library Advisory Committee- It comprises of all the heads of the departments and a senior faculty member is designated as convener of the committee.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategy Type	Details
Curriculum Development	Being an affiliated College, the institution follows the curriculum designed by the affiliating University i.e. M.D.U. ,Rohtak Departments are asked to provide their workload prior to the beginning of the new academic session for preparing the ground time-table and allotment of theory/practical classes.Curriculum distribution is done in consonance with the teacher's expertise area of specialization.
Teaching and Learning	Students are encouraged to participate in maximum number of activities.Mentor-Mentee groups are in place to give counseling and guidance to students.For Internal Assessment the criteria laid down by the MDU University is properly followed. Appraisal of methods such as Assignments, Group Discussions and Presentations are promoted to make teaching learning process more participative. For sharing relevant Information /Notices/Circulars etc. WhatsApp groups are maintained with students. All relevant information is uploaded on College Website. Facebook page of the College showcases the activities undertaken by institute.
Research, Innovations and Extension	Four Research Paper have been published in UGC care list and Scopus Journal. Four research paper have been published in books and in conference proceedings. Three Blood donation Camps were organized in the College .
Library, ICT and Physical Infrastructure /	Quality improvement is the need of the hour in

Instrumentation	library and ICT infrastructure .The College endeavors to improve the quality of teaching learning through the following: • Latest Infrastructure. • An enhanced library experience for the students and the staff. • Focus on ICT. •Regular exposure of the faculty to FDPs Seminars/ Conferences.
Student Support and Progression	Three Value added courses were introduced to increase the skills and proficiency of students. Post metric Govt. Scholarship is given to Meritorious students. Every year students participate in University/State/National/International level cultural competitions & sports tournaments and bring laurels to the college. Personality Development programmes, workshops on writing skills etc. under Placement Cell, Seminars/ Workshops to give hands on practice in computer /ICT skills are organized throughout the year. Every year Athletic Meet and Intra-college sports tournaments are organized by the college.Several students take admission in higher education.
Governance, Leadership and Management	Administration of the college is democratic. Regular meetings comprising of Principal, members of College Council & IQAC are convened for making plans and policies relating to various matters concerning the organization.In these minutes of meetings IQAC and decisions on key issues are also taken.To take full benefit of specialization,different responsibilities are assigned to faculty members.They are given the opportunities to be the incharges/coordinators/conveners of different cells/clubs/societies etc.
Institutional Values and Best Practices	Various activities are organized by different cells/clubs/societies constituted in the college round the year. To inculcate the feeling of patriotism and national integration, national festivals/important days are celebrated and national leaders are commemorated and great historic events are remembered by organizing

<table>
<tr><td></td><td>different activities. Moving towards green campus by planting more saplings by NSS Units and Eco Club. Separate washrooms and ramp facility is built for differently abled persons.
 Road Safety Club, Youth Red Cross Cell, Women Cell organizes various awareness programmes .</td></tr>
</table>

http://sdsgckharkhoda.ac.in/images/140/MultipleFiles/File8441.pdf

File Description	Document
Upload any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Being a Government College, Shaheed Dalbir Singh Govt. College is governed by the policies of Higher Education Department, Govt. of Haryana.The Department of Higher Education Haryana issues regulations, policies framework from time to time to carry out the administrative activities of the College as per the needs and requirements and directs the principals of Govt. Colleges for the compliance. Academic calendar is designed at the onset of each academic session as per the directions of affiliating university. The College has no direct recruitment, transfer and promotional policies. These are regulated at the directorate level. The affiliating university issues guidelines regarding intake capacity, admission schedule, examination forms schedule, schedule of submission of internal assessment and practical awards, date sheet of theory and practical exams, declaration of results and issuance of mark sheets and degrees. The College principal frames the mechanism and policies for an effective functioning of the College. The College receives different types of grants (Plan and Non-Plan) for material & supply, library, infrastructure upgradation, laboratory augmentation, scholarships etc. and plans strategies for the desired outcome with the active cooperation of all the stakeholders. Activity calendar is prepared by the College administration in consultation with head of departments/ Incharges and convener of different clubs and cells. At the beginning of each session the College principal assigns annual duties for the decentralization of powers and responsibilities for the smooth functioning of various academic and co-curricular activities. Principal is the administrator of the College who coordinates all the activities. Principal is also the ex-officio chairperson of the College's various committees who carries out various functions and activities of the College. The decisions related to academics like workload calculation, library purchases, time table, maintenance of infrastructure, admissions etc. are taken up by the different committees. The College staff and ministerial staff is being trained and aware of all the service rules with amendments from time to time by the IQAC. The College has grievance redressal mechanism to deal with the admissions,internal assessment,examination related grievances,sexual harassment of students,teachers and non-teaching staff.The internal complaints and students' grievances redressal committee deals with the complaints and

take remedial measures in time frame. To make the campus safe and secure, the College follows the proctorial system under the supervision of chief proctor. The College has a well-defined organizational structure in the administration staff and laboratory staff.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Teaching	Non-teaching
Provident Fund and ESI coverage for all as per rules Free medical facility (Medical camps, screening medical test and vaccination) for teaching staff in College campus are provided timely.Medical Insurance scheme, the entire staff is covered under this scheme. Organising meetings for teaching staff for their holistic growth Employee Ward Concession EPF Gratuity	Provident Fund and ESI coverage for all as per rules Free medical facility (Medical camps, screening medical test and vaccination) for non teaching staff in College campus Medical Insurance scheme, the entire staff is covered under this scheme. Organising meetings for teaching and non teaching staff for their holistic growth.Non-teaching staff is provided EPF/Gratuity Facility.

Facility both for the teaching staff is provided EPF/Gratuity Facility. The members of the staff can avail facility of advance loan in case of exigency. The free subscription for e-books, databases, remote access to e- resources etc has been provided by the College library .

1. Annual Increments are given as per policy.

2. Financial aid is also granted as advance loan, HBA, Marriage Loan, Car Loan.

3. Career Advancement Scheme.

4. Medical Reimbursement facility is available for staff under the guidelines of Haryana Government

5. Education allowance is also provided as per the rules of Haryana Govt.

6. Retirement Benefits- Pension, Family Pension, Gratuity, Leave Encashment.

7. GIS (Group Insurance Scheme) available for teaching staff to support the family in the unfavourable circumstances.

8. Healthy and hygienic work environment.

9. Library and Computer Facility.

10. Child care leave and academic leave is provided to the regular staff as per the guidelines of DHE.

The members of the staff can avail facility of advance loan in case of exigency. Leaves are provided for the different purposes to cope up with social and personal responsibilities such as Casual Leave, Maternity/Paternity Leave, Special Leave for Blood Donor. Annual Increments are given as per policy and timely. GIS (Group Insurance Scheme) to support in the unfavourable circumstances. Healthy and hygienic work environment. Yoga and Meditation Programme for mental balance.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	02	02	02	0

File Description	Document
Upload any additional information	[View Document]
Reports of Academic Staff College or similar centers	[View Document]
Institutional data in prescribed format(Data template)	[View Document]

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 29.73

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	5	3	2

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff Response:

To attain and maintain the quality of an institution, it is necessary to frame the policies/ programmes, practices an the all the pillars of the institution. There are two crucial stakeholders in the College for planning of strategi structured manner. There are considerable number of parameters to assess the performance the teaching and non-t of each and every employee is assessed after the completion of academic session. Systematic measures are emplo the person.

The parameters which are designed to assess teachers' performance are stated below: -

- **API**
- **ACR**
- **Feedback System**

Haryana Govt. has introduced Performance based Appraisal System for teaching staff in the Govt. Colleges fron guidelines. There is prescribed Academic Performance Indicator (API) Performa for self-appraisal filled by the f the IQAC. The teachers are required to obtain minimum API score covering all the three categories of API Per Career Advancement Scheme of UGC and Haryana Government. The API Performa of all the years (5 Years fron further to Pay Band-4) for level upgradation duly verified by the IQAC and Principal of the College are sent to Haryana for its approval. Beside this, there is also a well-designed mechanism for teachers' appraisal system in must engage in research activities,publications of papers, participation in national and international seminars ar easily attain their ACPs.

All teaching members are required to fill Annual Confidential report (ACR) containing the information responsibilities, extra classes for weak students', annual duties, research details and In- service training progran and evaluated and assign a grade (Outstanding, Very Good, Good, Average, Below Average) by the principal Higher Education Haryana for necessary action. If the performance of a teacher is found below average, a directorate and disciplinary action is taken against his/her if the reply is not found satisfactory.

At the end of academic session feedback from the students is obtained containing the qualitative and quantitative The outcome of the feedback analysis is conveyed to each teacher for their encouragement and to take neces

necessary.

Non-teaching staff: -

The performance of non-teaching staff is evaluated on the basis of duties and responsibilities assigned to them w efficiency and sincerity to carry out their duties. At the end of academic session, every non-teaching employee proforma which is verified by the HOD/Incharges in case of Laboratory attendant and further assessed and evaluat

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College Formulates the internal audit Committee time to time for the purpose of auditing. Effective and efficient use of available financial resources is checked by regular annual Audit . The committee scrutinises all record and data and makes suggestions based on their findings . Apart from this Bursar appointed in the College checks all vouchers, Bills on regular basis Internal audit of the College is done by the College bursar.The bursar checks and verifies all vouchers of transactions with reference to sanctioned budget and availability of the funds of the College. The convenor of purchase committee along with the

bursar of the College keeps a strict vigil on the process of purchase. In addition to this, stock verification committees are appointed by the principal at the end of each financial year to check and verify the available stock. Furthermore, the committee recommends the stock items to be written off, if found unserviceable. The Cash Books are prepared by the office staff regularly and got verified by the bursar and counter signed by the principal.

The external audit of the institution is conducted as per the state Govt. instructions. The audit is conducted by the audit teams of Director Higher Education Haryana. After the conduct of audit, Chief Accounts Officer, Govt. of Haryana releases the audit report. Financial Audit includes: Funds received from government agencies like Social Welfare Departments towards SC, ST, OBC and other minority scholarships are audited. Funding towards Placement Cell, Women Cell, Earn While You Learn, Lab Upgradation, Material and Supply and Office Expenses (O/E) utilization certificate is submitted. The College collects fees from the students under various heads like Amalgamated Fund, University Fund, Red Cross Fund, Sports Fund, Development Fund, Library Fee, Electricity Charges, NSS/ NCC fee etc. Cash Books and Stock Registers are maintained for different funds separately. The expenditure bills of all the Govt. Grants are submitted to treasury and the amount is transferred through RTGS/ NEFT to the vendor's bank accounts.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Shaheed Dalbir Singh Govt.College Kharkhoda adopts well planned strategies for mobilizing funds and optimum utilization of resources. The major chunk of funds received from the state government are termed as Govt. Grant. In addition to this, the College receives membership fees from the alumni and fees from students. The govt grant is received under pre-defined Heads. The Major Heads include Salary, Placement Cell, Earn While You Learn scheme, Women Cell, Lab Upgradation, Material and Supply, Sports, Library, Office Expenses etc. The decision related to purchase under various heads are taken by the principal in consultation with the committee members to ensure the best utilization of allocated funds. The College follows guidelines and norms prescribed by the state government for purchasing material, in which quotation are invited from different suppliers and after comparing the rates of all desired items, a firm who has quoted lowest rate is selected, and order is given to supply the items as per the specification mentioned in the quotation with terms and conditions. All the transactions have transparency in terms of calling of the quotations at least from three vendors and billing to the supplier. The College administration ensures the quality and quantity of the supplied items. The College principal designates different convenors to keep and maintain the records of available resources (infrastructure).The convenors keep a vigilant eye on the proper utilization of these resources in an effective manner. The maintenance of these resources is ensured by the convenors and after the full utilization of the resources, these are disposed off by following the norms and regulation framed by the Condemnation and Disposal Department of Govt. of Haryana. All the transactions have transparency in terms of calling of the quotations at least from three vendors and billing to the supplier. The College administration ensures the proper utilization of these resources in an effective manner.

For mobilisation of funds and the optimal utilisation of resources Shaheed Dalbir Singh Govt.College Kharkhoda sends the utilization certificates to the Directorate for each and every grants/budget it receives.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The IQAC of the College deals with the quality measures like preparation of academic and activity calendar, formation of Mentor-Mentee Groups and ensure weekly mentor classes, formation of alumni association, extension/upgradation of existing infrastructure, maintain the records of teachers who attended OC/RC/STC/Workshop/FDP etc, organizing seminar/workshop for capacity building of teaching and non-teaching staff, to finalize API Performa of teaching staff etc. The IQAC organises meetings regularly and

motivates teaching staff to attend FDPs for the betterment and for the updatation of the knowledge regarding research also. IQAC also motivates newly appointed staff for the timely completion of their orientation and refresher course. The major contribution for quality assurance strategies and process is witnessed in the Feedback System adpted in the College to evaluate the existing teaching learning environment and to take appropriate action for the improvement of poor performing areas.The IQAC of the College has designed feedback Performa covering the different aspects such as College administration, teaching-learning process, library, basic infrastructure etc. pertaining to four different stakeholders. Despite the best efforts of the IQAC, the quantum of feedback received from the alumni is far from the satisfactory level. The alumni association needs to organize such interesting and motivating activities regularly that can attract more and more alumni enthusiastically.

- **Feedback form Students**
- **Feedback from Parents**
- **Feedback from Alumni**
- **Feedback from Teachers.**

As technology is playing a vital role in all spheres of life including teaching-learning process. Therefore, the IQAC of the College has adopted the latest technological tools to make the teaching-learning process more and more effective.The concept of Smart Classrooms has been introduced in the College in order to enhance the quality culture in academics. At present one wi-fi enabled smart class room is functioning in the College. In the beginning of the semester, IQAC encourages the teachers to plan their teaching work in advance and execute it well. IQAC monitors and reviews the implementation of lesson plan. Every students of the College is attached with a mentor and IQAC has established a system to organize weekly mentor classes to discuss various problems pertaining to their academic growth and mentors provide quick solutions to the problems of the students at their own level or with the help of College administration.The IQAC has well designed mechanism to receive feedback from students as well as from other stakeholders. After receiving the feedback, it is analyzed, and corrective measures are taken to improve the teaching-learning environment. In coordination with the university, the IQAC has set up a system to evaluate the course outcomes through class tests, assignments, presentations, discussions etc at periodic intervals. The students are awarded with internal assessment marks based on their performance in these activities. IQAC encourages all the HOD to organize Workshop/Extension lectures on important themes to enrich the overall knowledge base of the students.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

IQAC ensures quality culture as the prime concern for the institution through institutionalising and internalising all the inititatives taken with internal and external support' . It also make efforts to improve the academic and administrative performance of the institution.The following methodologies have been adopted by IQAC to review the learning outcomes and take the corrective measures:

1.Smart Classrooms: The concept of Smart classes has been introduced in the College in order to enhance the quality culture in academics.

2.Lesson plans : In the beginning of the semester, IQAC encourages the teachers to plan their teaching work in advance and execute it well. IQAC monitors and reviews the implementation of lesson plan.

3.Mentor-Mentee System: Every students of the College is attached with a mentor and IQAC has established a system to organize weekly mentor classes to discuss various problems pertaining to their academic growth and mentors provide quick solutions to the problems of the students at their own level or with the help of College administration.

4.Feedback Mechanism: The IQAC has well designed mechanism to receive feedback from students as well as from other stakeholders. After receiving the feedback, it is analyzed, and corrective measures are taken to improve the teaching-learning environment.

5.Tests, Seminars and Assignments: In coordination with the university, the IQAC has set up a system to evaluate the course outcomes through class tests, assignments, presentations, discussions etc at periodic intervals. The students are awarded with internal assessment marks based on their performance in these activities.

6.Workshops/Extension Lectures: IQAC encourages all the Hods to organize workshop/ extension lectures on important themes to enrich the overall knowledge base of the students. Regular meetings are conducted by the IQAC cell to motivate teaching staff to attend FDPs and newly appointed staff also encouraged to complete their Orientation and Refresher courses on time. All these efforts made by IQAC helps in enhancing the knowledge of teaching staff.

7. Group Discussions: Every department periodically arranges group discussions on current topics to enhance the students knowledge and their leadership/ analytical qualities.

8. Collabrative Activities : College organises different activities/ special Days as per the letters recieved from Higher Authorities from time to time .

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

Safety and Security

The College is following all safety measures. The Internal Complaints Committee, Sexual Harassment Committee, Grievances and Redressal Committee has been constituted in the College from the beginning. These committees deal with the complaints from students, teaching and non-teaching members and takes necessary action to resolve their problems. The College has determined to create very healthy environment for students.

The College is committed to provide a safe and favourable working and academic environment to students as well as employees. All the teaching staff perform proctorial duties throughout the campus area- rooms, corridors, labs, playground, library, outside Girl's Common etc. to check and monitor the activities of the unsocial elements. The College administration is ready to take necessary action whenever needed against unsocial elements. The College has also concerned about ragging activities. An **Anti-Ragging Committee** is formed as per the guidelines of UGC. At the time of admission, the College administration has taken an affidavit from every student regarding their non- involvement in ragging activities. All the proctors are allocated a particular area for proctorial duties and they make sure that there are no instances of ragging and harassment of the students anywhere in the campus. Anti-ragging posters are displayed at all prominent places within the campus and women helpline numbers are prominently displayed. Due to the strict vigilance of the College administration, not a single incidence of ragging has been noticed in the College till date. Main gate is guarded and entry points are screened through CCTV cameras. Safety and security of all the students and staff is ensured through CCTV which are installed at many places. To ensure safe journey of the girl students studying in this Colleges; by the tired less efforts of College administration a pink bus service is provided by Haryana Roadways Sonepat depot.

Counselling: The College has consistently strived to address contemporary issues like gender, women concern, transgender issues, safety and security etc. through its academic content and extension lectures. The Women Cell of the College is very active in this direction. Self-defence classes are organized for the girl students for life skills and to face difficult situations and make them independent, active and aware. The girl students are also informed about DURGA SHAKTI App and toll-free no. 1091. Various activities are organized in the College for the girls' students to facilitate self-development and nurture them so that they become aware, active and energetic. Eminent personalities and experts are invited from the industries and social sectors to conduct workshops, sessions and lectures related to women safety and security such as self-defence, cyber-crime, police training and so on. Besides these, the Legal Literacy Cell of the College also organizes extension lectures and seminars on legal rights and duties like Domestic Violence Acts, SC/ST Act, Minority Section Rights etc.

Common Room: The College has a separate common room for girl students. It is monitored through CCTV cameras. Sanitary Pad vending and disposal machines are installed in the girl's common room.

Suggestion Box: The College has a suggestion box for students regarding their grievances.

File Description	Document
Annual gender sensitization action plan	[View Document](#)
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

- **Solid waste management**

The College staff as well as the students are highly motivated with Swachchh Bharat Abhiyan run by the Govt. of India all over the country. The students are taught the principle of 5 R's (Refuse, Reduce, Reuse, Recycle, & Recovery) in their Environmental Studies classes with concrete examples.

Every action has been taken by the College administration to keep the campus green and clean. A large number of dustbins for dry and wet garbage have been placed in the College building and lawns. The College staff and students are directed to put the waste material in the dustbins. The College sweepers cleaned all the dustbins every day. All the collected waste material is dropped in garbage pit, which is constructed in the College campus by the concerned committee. The College administration has policy towards solid waste management in the College campus.

- **Liquid Waste Management**

The College has two safety tanks. The liquid waste of toilets is drained into safety tanks and RO waste water is utilized for the garden plants.

- **E-Waste Management E-waste**

 The 21st century is era of technology. Without use of ICT tools teaching learning process is incomplete. To keep in the mind these things the College has adopted ICT based teaching learning process. Since the College has adopted ICT tools at the very beginning of technological advancement, a large amount of E-waste is generated in terms of obsolete computer systems including monitors and CPUs, unserviceable printers, photocopiers, Floppies, CD/DVD, mouse, keyboards, vacuum cleaner etc. A committee of faculty members including Computer Instructor was constituted to identify the various unserviceable articles covered under e-waste. The College has adopted proper mechanism to dispose off the e-waste as prescribed by the state Govt.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document]()
Any other relevant documents	[View Document]()

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Any other relevant information	[View Document]()

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document]()
Geotagged photographs / videos of the facilities	[View Document]()
Any other relevant information	[View Document]()

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 500 words).

Response:

The College has always been at the forefront of educating students about the state and nation's cultural, regional, linguistic, communal, and socio-economic diversity. The College always encourages the students to organise and participate in different programmes organised by College, inter-College, University and other Government or non-government organization (NGO) to make them sensitize towards cultural, regional, linguistic, communal and socio-economic diversities. The College also organises and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among students and staff in order to build a nation of youth who are noble in their attitude and morally responsible. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the College administration and employees for not only recreation and amusement but also to generate the feeling of oneness and social harmony. All the employee (teaching and non-teaching) and students jointly celebrated the cultural and regional festivals like New-year's day, Fresher Party, Orientation and Farewell program, Induction program, Rally, Oath, Plantation, Teachers Day, Library Day, Blood donation Camp, Youth Day, Voter's Day, Constitution Day, National Voters Day, International Mother Language Day, Women's Day, Yoga Day, festivals like Raksha Bandhan (Vraksha Sutra or Vraksha Bandhan) and religious ritual activities are performed in the campus. Motivational lectures of eminent persons of the field are organized for all-round development of the students for their personality development and to make them responsible citizens for following the national values of social and communal harmony and national integration. Besides academic and cultural activities, the College administration has built up many strong infrastructures for a variety of sports activities for the physical development of the students. In this way the College efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities.

File Description	Document
Any other relevant information.	[View Document](#)
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The basic purpose of education is all round development of students. Educational Institutions are nurseries wherein future citizens are nurtured to face the challenges of coming life. This is pertinent because the world is changing rapidly, with every advance, in the field of science and technology, affects the various

dynamics of human interaction and socio-economically. This results in cut-throat competition in every field. One of the disastrous consequences is that we lose sight of the values, rights and duties and responsibilities. The institution provides every possible opportunity wherein, the students and the employees are exposed to life-experience personally and learn – What it meant to be a responsible citizen. The students are taught by various academic and Co-curricular activities that the constitution of India not only gives fundamental Rights but also provides for certain moral obligations on them to act in manner in which noble ideals which inspired our national freedom struggle are kept at forefront. Students are taught to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem. All staff members and students cherish and follow the noble ideals. Students are guided to build harmony and develop the spirit of common brotherhood amongst all transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women. Every effort is made to value and preserve the rich heritage of our composite culture. The atmosphere of the College inspires the students to protect and improve the natural environment including tress, plantations, water and living creatures. The inclusive approach is developed among students to develop the scientific temper, humanism and the spirit of inquiry and reform. Students are guided to safeguard public property and to abjure violence. Students are enriched to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement. To enhance the academic and constitutional oblige; values right, duties various national and cultural festivals and events are organized during the whole of the academic calendar. Furthermore, International and National days are celebrated by the College to create values and responsibilities, to foster such attitude and abilities in students so as to make them useful member of the society. The College organised the programme to aware the students about their rights and duties. Furthermore, the College also organised and celebrated the programmes notified by the state government and Higher Education Haryana. In this regards the following major programme are organised:

- Constitution Day (26 November)
- National Voters Day (25 January)
- 70th Anniversary of adoption of the Constitution of India (26 Nov.2019 to 14 April 2020)
- Human Rights Day (10 December)
- B.R. Ambedkar Jayanti (14 April)
- Road Safety Week
- Independence Day (15 August)
- Republic Day (26 January)
- World Red Cross Day (8 May)
- National Unity Day & Run for Unity (31 October)
- World Health Day (7 April)

File Description	Document
Any other relevant information	[View Document](#)
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and

other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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.	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Shaheed Dalbir Singh Govt. College, Kharkhoda celebrates National and International days enthusiastically every year. All staff members and students gather in the College campus to celebrate these days. Every culture has number of festivals and celebrations that has become a vital activityfor this institution. Celebration of cultural and constitutional festivals is integral part of College's co-curricular activities. Throughout session different days are celebrated by students under the guidance of teachers who help them to know about different cultures and to cognitively imagine India as a nation. The academic calendar is brimming with important events which show enthusiasm of this institution in celebrating many national as well as international days and commemorative events and festivals.

Shaheed Dalbir Singh Govt. College, Kharkhoda organises programme on the eve of national and international commemorative days, events and festivals. All the employees (teaching and non-teaching) and students of College celebrate all the festivals and remarkable days enthusiastically by breaking all the boundaries of caste, creed and religion. The details of the activities of national and international commemorative days, events and festivals are as under:

- **National Festivals**

- **Teej**
- **Holi**
- **Lohri**
- **Makar Sakaranti**
- **Raksha Bandhan**
- **Deepawali**

- **Independence Day**
- **Republic Day**

International and National days are celebrated by the College to inculcate the spirit of patriotism, unity in diversity, ethics and moral values, duties and responsibilities, humanity, awareness of human rights, sensitivity towards gender parity/ old age people, respect of teachers, cleanliness and health awareness, physical and mental fitness etc. in the students. The following International and National Days are celebrated:

- **Shaheed Dalbir Singh Martyr DayInternational and National Day**
- **National Youth Day**
- **World Red Cross Day**
- **Yoga Day**
- **Hindi Diwas**
- **International Mother Language Day**
- **Library Day**
- **International Health Day**
- **Army Day**
- **Navy Day**
- **Air Force Day**
- **Shaheed Diwas**
- **National Unity Day**
- **World AIDS Day**
- **Birth Anniversary Mahatma Gandhi and Lal Bahadur Shastri**

File Description	Document
Geotagged photographs of some of the events	<u>View Document</u>
Any other relevant information	<u>View Document</u>
Annual report of the celebrations and commemorative events for the last five years	<u>View Document</u>

7.2 Best Practices

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

Response:

Best Practice-1

Title of the Practice: Community Outreach Programme

Objectives of Practice

a] To strengthen leadership skills among students.

b] Create awareness within in the community.

c] Increase the visibility of the programmes.

d] Improve knowledge and attitude and health behaviours.

e]To stimulate in the development of students " character and citizenship spirit by involving in community outreach activities.

The Context:

There are many challenging issues in the society that need to be resolved. Such problems are found more in the rural community. Due to less awareness in the villages, these problems are spreading fast. The most important issue among these major problems is environment. There are different types of pollutions that affects the weather in one way or the other in the village, whether it is burning of crop residues, burning of crackers and stubble burning. The second most important issue is the problem of literacy in the village, due to poor rural economy, poor children are not able to take education in schools and drops out many times, which needs to be curbed. Apart from this, gender inequality is also a big problem in the society, women have to face many challenges ranging from female feticide, which is a very big problem for any society, as a result, imbalance in sex ratio in rural areas has been registered in the society. Apart from this, youth is facing mental health problems. In this situation, dangerous diseases like AIDS, STD are also spreading in the society. In the context of all these problems the principal exercise of this college is to reduce all these problems.

Session 2020-21

Under the **Outreach Program** in the college, awareness campaigns were conducted in the village on various social topics.

In March-April 2021, a seminar was organized on behalf of the **Traffic Interpretation Center** of the college, in which the students and staff members were given information about traffic rules by the In-charge of the traffic station and to bring awareness to the traffic rules in the surrounding area. The Oath was administered to the students.

In this series, college students took out a rally in **Saidpur village** to spread awareness about traffic rules and road safety, in which all the villagers should wear helmet while driving, seat belt, do not drink alcohol, follow Traffic light rules. They were informed about the rules of not using of mobile phones while driving, etc. and they were also administered an oath to follow all these rules.

Old age home visit : Old age is a sensitive phase; elderly people need care and comfort to lead healthy life

without worries and anxiety. Older people are important members of any society and therefore have right to live in dignity in later life. Moreover older people possess the skills, Knowledge and experience to continue effectively to society, given the fact that the predicted increase is considered a valuable resource for all societies. Positive-Aging is term used to describe the process of maintaining a positive attitude in older age. Some researches have shown that having strong relationship, in general, are beneficial to senior health. Therfore students who worked under the "Earn While You Learn" scheme, visited an old age home and made a small effort to improve well-being of senior citizens.

Session 2019-20

To play the role of a responsible citizen for voter awareness in the assembly elections by the college principal Mrs. Kiran Saroha expressed her views through the newspaper as an intellectual. She told that everyone should take a pledge that everyone should exercise their voting rights by identifying right and wrong by giving the introduction of an aware citizen thoughtfully.

On October 18, 2019, a seven-day camp was started by the NSS students of the college at **Saidpur Village**. NSS Volunteers made aware to ban plastic by calling plastic a threat to the environment.

On October 21, 2019, under the NSS camp, NSS volunteers carried out the work of transporting the helpless and old people to the polling station. The students were made aware of the harms caused to human health by pollution, along with this, the students appealed for everyone's cooperation in keeping the environment safe.

On February 8, 2020, a rally was taken out on the topic of environmental protection in the **Village Jatola** adopted by the college, in which the students of the college took out a rally on bicycles till the village Jatola and did the work of making everyone aware.

Session 2018-19

During the camp in **Pipli Village** by the **NSS Volunteers** of the college, the villagers were informed about the importance of cleanliness inside and outside the public places and houses under the **Cleanliness Campaign** and gave complete information about the cleanliness campaign. Under the **Beti Bachao Beti Padhao** program, all the girls of the village were given the message of education more & more, and explained the importance of participation of daughters in the upliftment of the society. They also went to the nearby village of **Rampur** and gave the message of cleanliness through street plays and explained its importance to the villagers so that the surrounding environment can be kept clean.

On 13 July, the students of the college gave the message of cleanliness in **Sohti Village** under the **Swachh Bharat Abhiyan** through street plays, posters, songs and banners etc. and made the villagers aware about the environment. Students took out a rally in the village and cleaned and through that gave the message of cleanliness.

Evidence of Success

In the adopted village Jatola under the outreach program, and some villages like Sohthi, Saidpur, Pipli, Rampur etc. have become clean under the cleanliness campaign. People there also now started taking great care in cleaning the surrounding area, the students planted trees in the adopted villages and motivated the people of the village to plan and protect the trees. As a result, more and more saplings were planted by

people in these villages, trees were taken care of. This activity preserved our life to some extent. Our volunteers organized rallies on **"Say No to Plastic"**, **"Stop Burning of Crop Residue"**, took out **Prabhat Pheris**. The people of these villages no longer use polythene bags and have stopped burning crop residues.

Problem Encountered

The people of the rural community, being conservative, participated in less number of rallies and other campaigns and showed less interest in the awareness campaigns run by the students. Whereas the students of the college worked very hard to motivate and make the people of the village aware through various campaigns. Students through rally talks, plays told about Beti Bachao Beti Padhao, water conservation, non-burning of crop residues, ban on plastic products and cleanliness message. Along with this, through various programs, they took information about the various problems faced in the daily life of the villagers and tried to solve them. Motivated the women of the village to read more and more. Efforts were made to do better work in the Government College in spite of limited resources.

Best Practice-2:

Title: Eco-friendly and Green Campus

Objectives of the Practice:

- **Tree Plantation Programmes, Beautification & Maintenance of green area of College**
- **Water conservation/ Rain water harvesting system**
- **Environment Friendly Behavior (Car Pooling)**
- **Creating awareness about environment pollution**
- **Save energy through LED bulbs/tube lights**

Practices:

(i) Tree Plantation

- Trees make life nicer. It has been shown that spending time among trees and green spaces reduces the amount of stress that we carry with us.
- Plantation plays a significant role in absorption of storm and rainwater for maintenance of ground water table, prevention of soil erosion and eun-off and encourage growth of natural habitat for flora and fauna.
- Trees offer many environmental benefits. Trees reduce the urban heat island effect through evaporative cooling and reducing the amount of sunlight that reaches parking area and building.
- Trees improve our air quality by filtering harmful dust and pollution such as ozone, carbon monoxide, and sulfur dioxide from the air we breathe. We plant trees to provide shade and beautify our landscape.

- Beautiful parks has been maintained in the College, which further enhances the beauty of the College. Plantation is done by the College from time to time and the students are motivated. Different -different Plants and trees of fruits, flowers and herbs have been planted different areas of the College B.A. and B.Com. Environmental Science is taught as a compulsory subject in the second semester.

On 25 August 2018, three days **Raksha Bandhan festival** was celebrated in the College. On the last day of which all the students and staff members took oath to raise their voice against the harassment of women and to save trees by tying the defense thread on the trees (Vraksha Sutra).

(ii) Rain Water Harvesting System :

All living things including plants, animals and human beings need water to live and to carry out different cellular activities. Water is a precious, essential and a biotic component of the ecosystem. Today we all are heading towards the scarcity of water, and this is mainly because of the lack of water conservation and pollution of water bodies. So, College decided not to waste a drop of water and start conserving water for further use.

The rainwater harvesting system is one of the best methods practiced and followed to support the conservation of water. Today, scarcity of good quality water has become a significant cause of concern. However, rainwater, which is pure and of good quality, can be used for irrigation, washing, cleaning, bathing, cooking and also for other livestock requirements. Rainwater harvesting is a sustainable process that helps in preserving water for future needs. Water scarcity is a major concern in today's scenario. The process of rainwater harvesting is a good way to conserve water. Storing rainwater helps in recharging the aquifers. It helps in preventing urban flooding due to excess rain. The stored water can be used for irrigation practices in farming region. The water can be used for daily use and help in reducing water bills in the towns and cities.

The College has vast built up area which is known as administration block and teaching block. On the request of College administration it has made a policy in which the Public Works Department, Government of Haryana took initiative to set up rain water harvesting system in College area. Now we have four rain water collection area In College. All areas of College has been covered in this system. The three main components of Rain Water harvesting system include catchment, collection and optimal use of Rain water.

(iii) Car Pooling :

Car-pooling is the sharing of car journeys so that more than one person travels in a car, and prevents the need for others to have to drive to the same location themselves. By having more people using one vehicle, carpooling reduces each person's travel costs such as: fuel costs, tolls, and the stress of driving. Carpooling is also a more environmentally friendly and sustainable way to travel as sharing journeys reduces air pollution, carbon emissions, traffic congestion on the roads, and the need for parking spaces.

So our College teachers and other staff members use car pooling technique for Environmental Friendliness to reduce pollution, stress.

(iv) Save energy

To save energy and light consumption LED Bulbs and Tube lights used in college campus area. Because LED is a highly energy-efficiant lighting technology, and has the potential to fundamentally change the future of lighting. The energy usage of LED Lamps is much lesser than that of CFL lamps or incandescent bulbs.

Evidence of Success

Every year in the college, various environmental programs and awareness campaigns to reduce pollution showed enthusiasm among the students and the surrounding people to reduce pollution. The students planted more and more trees to keep the environment clean and the campus green. Made a significant contribution to making The students showed great enthusiasm in various types of rallies to address water conservation, air pollution and other environmental problems. Success has been achieved in conserving water through water harvesting system in the campus. The use of LED bulbs and floroscent tubes in the college resulted in savings in the monthly electricity bills of the college. Saving petrol and diesel through car pools helped in curbing air pollution and also saved money. Thus all these practices were successful in keeping the campus green. It is hard work of students and Staff members that **Appreciation Certificate from Rampur ,Saidpur and Sohti Panchyat Smiti were awarded to the college for this specific service.**

Problem Encountered

Students made efforts to reduce environmental pollution in the surrounding areas and to make the college green, but students and staff members also faced some problems. Due to non-availability of bus stand around the college, the students had to face the inconvenience of traffic, due to which the students had to go on foot and hold rallies and other programs in the villages. Apart from this, being a government college, all kinds of funds were arranged by the Higher Education Department Government of Haryana. If we are given better facilities and resources, then all the students and teachers together can do different types of programs even better and can bring awareness in a powerful way.

Other Best Practices

Title of Best Practice-3 : Cashless or E-Transaction Facility and Free online Registration

Objective:

- To reduce the burden of carrying hard cash of students as well as their parents .
- To build this application program to reduce the manual work for managing fee and admission process.
- In campus free online registration for students.

Best Practices:

- Educational institutions serve as the Breeding ground for young minds to train and adopt a digital mindset for creating a truly cashless society. Our institute is situated at the outskirt of city. If students are commuting from long distance, They have to carry a significant amount for traveling.

- Students can pay fees at the click of a button, on their smart phones, credit cards, debit cards or ATM cards which gives them the freedom to pay fees from anywhere and anytime. This result in saving students time and efforts as they don't have to stand in long queues for making payments at various cash counter points within a campus. One biggest advantage of having each transaction facility is that students no longer need to carry cash for several fees payments.
- During the online admission process of every session, the students who have to pay additional charges to fill the online form by going to the Internet Cafe, are filled their form totally free by the College.

Evidence of Success

- Students and their parents can view the merit list and fee structure easily from their home. And this system easily help students to analyse or access all colleges of under government of Haryana. It helps the students to choose nearby or best college for them according to their choice. Students also can pay their fee online from anywhere else. There is no need to carry cash amount with themselves.
- Our college provide free online registration facility to the students. This practice proved very helpful to all students to fill their registration form anywhere else.

File Description	Document
Any other relevant information	[View Document](#)
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Keeping in view the changing global perspective and the need of social human resources, the College is striving to provide quality education and to act as a catalyst to provide higher education at low cost to the students of the surrounding rural area. To meet the quality standards of National Education Programme and to develop commitment, competitiveness and appropriate socialization among the students. By organizing environmental awareness programs, extension lectures, outreach programs, students are given detailed information about the current and future environmental problems - various programs like water conservation, energy conservation, waste management, tree plantation campaign, rain water harvesting Through this, efforts are made to make them environmentally friendly responsible citizens. Keeping in view the mission and vision of the College, it is reflected in the best practices, through various programs organized by National Service Scheme, Youth Red Cross, Red Ribbon Club, Legal Literacy Cell, Women's

Cell etc. in the internal and external areas of the College. To inculcate morality, humanity and spiritual values ??in the students, street plays, skits, blood donation camps, first aid training, gender sensitization, yoga meditation, moral values, outreach etc. All the students actively participate in all the activities and competitions.

Excellence in Sports:

Shaheed Dalbir Singh Govt. College is located in the rural area of Sonipat District of Haryana. The players of this institution participate in different types of sports at different levels, such as College level, University level, state level and national level. The reason for their high participation and success in sports is the result of their physical and mental hard work. This area geographically comes under Khadar region which is suitable for farming, so the people here are very hardworking and physically fit. Students are also involved in the preparation process of army and police and are also fond of traditional sports.
  That's why College students bring medals in different types of sports at different levels. Every year College students got lots of medals and positions at state level/ inter state level/ District level/University level/inter university level sports competitions.

Session	Gold Medal	Silver Medal	Bronze Medal
2020-21	One	-	-
2019-20	Five	Five	Twelve
2018-19	Eleven	Nine	Four
2017-18	Four	Two	Three
2016-17	Five	Two	Two

Excellence in Academic:

Shaheed Dalbir Singh Mahavidyalaya motivates and encourages students to participate in different types of competitions at various district level State and intra state level at academic level. Students of the College in this area have also proved their importance in the surrounding areas. Students Won various types of prizes and trophies by participating in quiz competition, essay writing, Merit at university level and other competitions of different subjects organized at different levels. Monu ,BA 3rd year student, secured 3rd position in the Maharshi Dayanand University Merit List 2016 in the Faculty of Arts. In the session 2016-2017, students of commerce department Lalit, Parikshit and Jyoti secured first position in the quiz competition organized inter College Academic Festival. In this series, in the session 2018-19, Chhavi student of Commerce department secured the third position at the inter-College level in the essay competition. Defense Studies students Komal, Shravan and Ashish secured first position in the quiz competition at the inter-College state level. In the session 2019-20, Sahil, got the first position at the inter-College level in the exhibition of historical objects organized by the Department of History. Angrez, Namita and Deepika got third place in the history quiz competition. Students of Defense Studies Department Reena, Mohit and Angrez secured second position in the state level quiz competition. Chhavi Commerce Department secured 3rd position in Essay writing Competition at Inter-College level and Sumit Commerce Department secured 3rd position at Inter-College level in Audio Competition. Various Departments of the College from time to time organize various activities such as lectures, quiz competitions, debates, essay writing competitions Group Discussions, etc., inspiring the students to compete, commit and move forward.

Session	Department	Name of the Student	Class	Position	Level	Event

2019-20	Defence Studies	^^^^^^	B.A.	2nd	State Level Quiz	Quiz
	Commerce	Chavi	B.Com III	3rd	Inter-College State Level	Essay Writing Competition
	Commerce	Sumit	B.Com.III	3rd	Inter-College State Level	Audio Competition
	History	Sahil	B.A. I	1st	Inter-College State level	Anique Haryanvi Collection Exhibition
	History	Angrej		3rd	"	Haryana History Quiz Competition
	"	Namita		3rd	"	Haryana History Quiz Competition
	"	Deepak		3rd	"	Haryana History Quiz competition
2018-19	Defence Studies	Komal	B.A.III	1st	"	Quiz
		Sharvan	B.A.II	1st	"	"
		Ashish	B.A.I	1st	"	"
2016-17	Commerce	Lalit		1st	Inter-College Acedmic Fest	"
		Prikshit		"		"
		Jyoti		"		"
	B.A	Monu	B.A.III	3rd Position	Academic	University Position Merit List

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Shaheed Dalbir Singh Govt. College, Kharkhoda (Sonepat) offers innovative educational environments, opportunities and experiences that enable our students to grow, thrive and prosper. This College also provide courses to the students which help them enhance their professionalism, humanism and their responsibility towards the society. We also provide educational programs and services that promote students' achievement and life long learning to meet the needs of our diverse community. Our primary mission is to provide carrier skills needed for success at workplace to enable the students improve their critical thinking future citizens and citizen-leaders for our society. We do this through our commitment to the transformation power of liberal Arts and Commerce education. This College conduct the classes with exposure to new ideas, new ways of understanding and new ways of knowing the students and enable them embark on a journey towards intellectual transformation.

Concluding Remarks :

The Shaheed Dalbir Singh Govt. College Kharkhoda is serving the educational needs of nearby areas especially the vast rural hinterland characterized with poor educational and socio-economic background for the last 9 years. It is the only co-educational higher educational institute in the city. It has achieved various milestones during its journey in terms of development of infrastructure, diversification of courses, increasing strength of girl students. Shaheed Dalbir Singh Govt. College Kharkhoda has committed to work relentlessly for the upliftment of women and its empowerment in various fields like self defence and skill development and above all to make them good human beings with highest moral values.

Student support and guidance aspect of Shaheed Dalbir Singh Govt. College Kharkhoda has initiated various plans for students progression and under this aspect Earn while you Learn scheme has been launced as directions from thr Directorate Hihger Education Panchkula where students are engaged in different departments for providing them financial assistance alonside their studies. This College has already started organising various career oriented talks, job interviews and participation in employment fairs. Students have already been registered under Legal Literacy cell of this College for enhancing legal knowledge. College is certainly in the direction of adopting itsself as per the framework of National education policy (2020).

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 228 Answer after DVV Verification: 03 Remark : DVV has made the changes as per shared report bY HEI.
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years** Answer before DVV Verification:

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
77	82	51	56	97

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
77	82	51	56	80

Remark : DVV has made the changes by looking at seats earmarked against reserved admitted students.

Metric ID	Sub Questions and Answers before and after DVV Verification
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. **Number of mentors** ?????????????? ??????? Answer before DVV Verification : 26 Answer after DVV Verification: 23 Remark : DVV has made the changes as per shared full time teachers as per 3.1.
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 56 Answer after DVV Verification: 78

Remark : DVV has Excluded Physical Education.

3.2.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

Remark : DVV has made the changes as per shared first page of books with ISBN number.

3.3.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	5	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has not considered appreciation certificate and recognition letter from local community.

3.3.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	27	8	10	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	25	6	10	9

Remark : DVV has not considered Independence Day celebration Teachers Day Celebration International Mental Health Day Activities on voting Day

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years**

3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
308	2104	770	489	435

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
308	1988	568	489	435

Remark : DVV has not considered Independence Day celebration Teachers Day Celebration International Mental Health Day Activities on voting Day

3.4.2	**Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

3.4.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	1	0	0

Remark : DVV has made the changes as per shared MoUs by HEI.

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3.36	16.74	23.84	2.90	10.50

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.08	2.26	3.67	0.50	9

Remark : DVV has made the changes as per shared statement verified by accountant clerk.

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.63	2.68	0.81	1.45	1.50

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.29	0.70	0	2	1.50

Remark : DVV has made the changes as per shared statement verified by accountant clerk.

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

4.2.4.1. **Number of teachers and students using library per day over last one year**
Answer before DVV Verification : 35
Answer after DVV Verification: 23

Remark : DVV has made the changes as per shared logbook entries of students and teachers using library on 11/01/2021, 12/01/2021 and 23/01/2021.

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and**

academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4.62	3.32	4.81	3.80	3.98

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4.62	3.32	4.81	3.80	3.99

Remark : DVV has made the changes as per shared statement verified by accountant clerk.

5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)** Answer before DVV Verification: {| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 14 | 0 | 3 | 23 | 11} Answer After DVV Verification : {| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 14 | 0 | 18 | 8 | 10} Remark : DVV has made the changes as per sanctioned letter shared by HEI.

5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	0	3	23	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	0	18	8	10

Remark : DVV has made the changes as per sanctioned letter shared by HEI.

5.1.5	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has select B. 3 of the above as per shared report by HEI.

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**
	5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16	37	19	15	20

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
15	36	19	15	18

Remark : DVV has considered one event once for a year.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**
	6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	12	5	4	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	5	3	2

Remark : DVV has considered one teacher once for a year.

6.5.3	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements** 2. **Collaborative quality intitiatives with other institution(s)** 3. **Participation in NIRF** 4. **any other quality audit recognized by state, national or international agencies (ISO**

	Certification, NBA) Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above Remark : DVV has select D. 1 of the above as per shared report by HEI.

7.1.4	**Water conservation facilities available in the Institution:**
	
	    1. **Rain water harvesting**
	    2. **Borewell /Open well recharge**
	    3. **Construction of tanks and bunds**
	    4. **Waste water recycling**
	    5. **Maintenance of water bodies and distribution system in the campus**
	
	    Answer before DVV Verification : A. Any 4 or all of the above
	    Answer After DVV Verification: B. 3 of the above
	Remark : DVV has select B. 3 of the above as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of full time teachers year-wise during the last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
26	21	21	19	17 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
23	21	15	15	15	
1.2	**Number of sanctioned posts year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
20	20	15	15	15 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
23	23	15	15	15	
2.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 21 Answer after DVV Verification : 16

2.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10.15	33.72	32.36	23.04	36.40

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7.98	20.06	28.65	6.7	14.49

2.4	**Total number of computers in the campus for academic purpose** Answer before DVV Verification : 36 Answer after DVV Verification : 37