



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MAHARANI LAKSHMI BAI COLLEGE

VILLAGE POST OFFICE SARSANA

125001

www.mlbcollege.com

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Maharani Lakshmi Bai College is affiliated to Guru Jambheshwar University of Science and Technology Hisar, which is Haryana State Government University, Accredited 'A' Grade by NAAC Established by Haryana State Legislative Act No. 22 of 1995 & Recognized by UGC Act 1956 u/s 12-B & 2(F)

Maharani Lakshmi Bai College has been founded by Pradhan Foundation, a registered Trust comprising scholars, educationists and professionals committed to empowering young girls from rural areas through education. The lush green campus spreading in five acres of land is situated at Bhiwani Rohilla, Balsamand Road, Hisar, Haryana.

It is a thirty-minute drive from Hisar covering a distance of 25 km. It has around 52 villages in its periphery and Maharani Lakshmi Bai College is the only college exclusively for girls. The majority of the girls from this area were unable to pursue higher education due to many socio-economic factors particularly applicable to girls for the sake of security and safety. Besides, the inhabitants are mostly small and marginal farmers who cannot afford to send the girls for higher education to a boarding institution.

Maharani Lakshmi Bai College has been established to fill this void. The location of the college facilitates girls from the surrounding areas to pursue higher education as day scholars with all safety and dignity. The institution being within easy reach, parents have no reservations about sending their daughters. The college has also arranged a fleet of buses for their safe plying.

The college has been named after Maharani Lakshmi Bai who continues to motivate women all over the country for her courage and scholarly attitude and aptitude. She was a scholar of Sanskrit and was familiar with English language, besides being a warrior and capable leader.

Now the MLB College is a synonym of quality education with safety of girls, discipline in the campus and regular classes. In addition to the academic pursuits the students are being trained in various skills to make them confident and financially independent.

Vision

Women empowerment through career oriented higher education. We intend to train students for career oriented teaching by adding competitive edge in their curriculum. We strive to inculcate the attitude of research, leadership and zeal to compete for the best career opportunities.

Mission

Raising rural potential: We at MLB College firmly believe in imparting formal education with extra-curriculum for skill development. The written and oral communication skill, a dignified self-presentation in society, sports, music, dance, literature, reading and writing habits, analytical thought process, positive thinking and amiable attitude are the areas addressed on day to day basis among students.

The empowerment comes from economic independence and self-confidence. It is our determined endeavor to acquaint the students with 'Open for all' areas of career making with competitive examinations vis-a-vis other avenues of vocational excellence in the fields of cooking, baking, tailoring, art-work etc. The basic learning for a successful career needs to be addressed at college level which includes knowledge of computers, ability to perform in group, problem solving, general awareness and a zeal to achieve the target. The women education is a practical instrument to defeat the demon of social evils against women. The women in our society are being treated as an easy prey vulnerable to torture and crimes including eve-teasing, rape and treatment as second grade citizens. A girl enriched with higher education and trained in self-defense can lead a dignified life in the family and society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Our strength is our mission to educate each rural girl with higher education. The strength of institution lies in its rural territory and higher education to girls who were otherwise deprived of this opportunity due to non-availability of such facility in their vicinity. The social limitations for girls relating to their safety and security prevented them to grow with education. Moreover, the biased attitude of parents towards girl's child coupled with early marriage is the most inhuman treatment meted out to the rural girls.

The MLB College has provided them an opportunity to grow and facilitated the parents to feel secure about their daughters. The state of art most modern infrastructure humming with academic and co-curricular activities in the lap of nature is the unique strength enjoyed and lived by the MLBians.

- It is a multi-faculty college with undergraduate and post-graduate courses.
- The college maintains strict discipline.
- Strict adherence to the Academic Calendar. Every teacher on daily basis, duly monitored and checked by the Principal, maintains a class work diary. The Students-Teacher ratio is ideal and as per the norms of the University.
- The average pass percentage is above 80, compared to the University at 42 only.
- Sports, Red-Cross, NCC, Red Cross and NSS activities.
- Financial help to economically backward meritorious students, 60 percent of the students get one or the other type of scholarship.
- The "Student Council" is formed through elections to inculcate the leadership qualities among the students.

Institutional Weakness

The major weakness lies in distance between the homes of students and the college. The hauling of students from their homes to the college is herculean task. The 30 km distance from Hisar City is bottleneck to recruit and motivate competent staff to join the college in view of their reluctance to serve in rural areas.

The rural area where the college is situated short of water and electricity, which is also a constraint to manage the day-to-day efficiency of the institution. Though additional installations for water and electricity has addressed the problem but smooth functioning of the institution is vulnerable to unplanned power cuts, scanty rains and uncertain canal water supplies.

Moreover the parents at large in the rural areas are not aware of importance of education and career. For them daughters are liability and their marriage is ultimate discharge of the their responsibility. However we have taken all these constraints as a challenge and every year we found the changes in their attitude.

The students are day scholars and ply in buses on daily basis. They have limited time from their household responsibilities. Therefore, they are unable to participate in the sports, camps and other outdoor activities due to hesitation of their parents to allow them out of home or late hours.

Institutional Opportunity

The opportunities lie in the constraints being faced by the college situated in a rural belt. Here education is a mission. We have to educate parents and public at large about the importance and value of higher education. There is a hidden treasure of capable human being in rural areas. We strive to tap this valuable treasure for the inclusive growth of the country.

We have established National Cadet Core NCC (Girls Army Wing) vis-à-vis National Service Scheme NSS where students participate enthusiastically and parents are encouraged to see the education in the right perspective. The collaboration with Red Cross, other private medical professionals, prominent social workers and other achievers in various fields like sports, bureaucrats, Army officers etc are our regular visitors who motivate the students towards education and career.

The rural girls are exposed to growing world through visits to various urban places and screening of news and events happening around. The camps arranged under NCC and NSS streams and view of visitors are catalyst in changing the attitude of students and parents towards education and opportunities to grow.

However the biggest constraint for the rural girls is that they are unable to participate in sports activity due to family reasons, distant villages they belong and lack of public transport facility.

Institutional Challenge

The area where Maharani Lakshmi Bai College is situated is a rural interior of district Hisar. The rain fed farming, low-income group parents, gender bias, and traditional way of social and family life throw a big challenge to educational institution. The challenge is manifold. First, keep the institution running with efficiency in view of shortage of competent staff, shortage of water, electricity and other amenities easily available in the cities. Second, to change the attitude of parents towards higher education for girls. Third, educate the girls who are unable to afford the expenses and not least the safety of girls in the college and on way to their homes.

We have alternative facilities and installations to keep the college running smoothly. Our teams comprising teachers regularly visit the parents to convince them for the higher education for girls. Our NCC Cadets and NSS Volunteers arrange rallies and programs in villages to make people aware about the importance of higher education. We have established Endowment Funds from our friends and family members to provide financial help to needy and meritorious students. The introduction of various courses suitable to rural girls despite financial unviability was being introduced to rope in maximum students to study in the area of their choice. The

additional courses in master of Commerce and Economics is to meet the choice of students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Maharani Lakshmi Bai College is affiliated to Guru Jambheshwar University of Science and Technology, Hisar with effect from the session 2017-18. The MLB College was previously affiliated to Kurukshetra University, Kurukshetra. At present MLB is affiliated both the Universities as the final year classes of UG are still come under Kurukshetra University. However, from the session 2019-20 the affiliation will remain with Guru Jambheshwar University of Science and Technology, Hisar. The curriculum of both the Universities was almost same except minor changes.

The University has a well-framed curriculum and syllabus of each subject in each stream. There is no flexibility in the curriculum but a wide range choice of subject is offered to students in all the streams of BA, B.Sc., B.Com, MA Economics and M. Com. The Computer education of Level-I is compulsory and qualifying subject. However, MLB College is providing Computer Education in Level II and III to all the students. The outside staff deputed by the University conducts the semester wise main examinations.

The curriculum is effectively followed and taught in planned manner. The lesson plans, day to day monitoring and feedback from students are regular feature in the college. A tripartite teacher-student-principal interaction takes place from time to time to coordinate the academic activities. The workload, timetable and academic calendar are integrated to effectively implement the curriculum as per the guidelines of Director Higher Education Haryana, UGC and University.

The workshops, seminars and group discussions are regular feature in the college to instill the sense of participation among the student.

Teaching-learning and Evaluation

The institution is focused on Quality Education with regular classes, discipline and footfalls in the library and computer lab. A continuous team effort is aimed at improving the quality of teaching and learning process. The teachers are trained from time to time to implement the academic curriculum as per the requirement of students. The students are open to convey their difficulties and suggestions for the improvement of teaching and learning methods.

The modern educational aids and gadgets are used for improving the quality of teaching and learning. The practical methods of teaching through PowerPoint presentations, charts,

graphs, audio-visual aids etc are adopted wherever feasible. A student-oriented approach is followed where the participation of students is encouraged through presentations, lectures, assignments and question-answer sessions.

In addition, the teachers are encouraged to debate on the improvement of learning and teaching standards. They too are encouraged to focus on research and professional development to enhance their respective competence continuously.

The teachers continuously assess the performance of students through class tests, unit test and surprise test and assignments by evaluating their marks in these exams and tests.

The admission process is online as per The Director General Higher Education and University policy and guidelines.

The college offers admission to all categories as per norms General, SC, ST, OBC, BPL, APL and differently-abled candidates. There is no discrimination on any ground. The student-teacher ratio is ideal. The college has Student Grievance Cell to address their day-to-day difficulties.

The average pass percentage is above 60.

Research, Innovations and Extension

The research and analysis is basic continuous process for any academic institutions. We at MLB College believe that an institution can become a center of academic excellence only when a research culture exists amongst faculty and students. A 'Research Committee' is established in the college to encourage the aptitude for research. The various labs like Geography, Chemistry, Physics and Computer coupled with library are always open for students and teachers to think out of box and implement their idea in black and white.

The college has provided necessary infrastructure for research work such as access to Internet books and magazines and journals. The library is well equipped and continuously upgraded as per the requirements of researchers. Our teachers are pursuing and completed Ph.D. The computer lab with Internet facility is available to teachers and students for pursue their respective research topics/projects.

The teachers are encouraged and facilitated to take research work minor or major including fieldwork, surveys and visits to various historical and educational places.

Infrastructure and Learning Resources

- The modern state of art Building with lush green lawns and well-equipped, spacious and ventilated classrooms.
- A pollution free environment in the campus surrounded by cultivated green fields.
- Well-equipped and furnished Computer laboratory with Internet facility Wi-Fi.
- Well-equipped and furnished Geography laboratory.
- Well-equipped and furnished Physics laboratory.
- Well-equipped and furnished Chemistry laboratory.
- UPS, inverter and 25Kva DG Set, a complete electrical power back up.
- Internet facility
- A well furnished computerized library with a spacious and well-lighted reading room housing a number of newspapers, journals, magazines and books.
- A well furnished Seminar hall.
- A well furnished Staff room.
- Girls Common room with all facilities including indoor games.
- Playground and sports equipment.
- Medical facility with first-aid box and regular visits of specialist Doctors for health tips and emergency

services.

- Cafeteria with hygiene and quality food items.
- Multipurpose Hall
- Round the clock security
- Biometric equipment
- CCTV Cameras for surveillance, security and safety of students.

Student Support and Progression

The college is positively supporting students in all activities academic, co-curricular and on social issues. The college aims to the all round development of students. They are supported guided and trained to participate in various activities of NSS, NCC, Sports, University Programs, Youth festivals, district and state level competitions, debates, symposium, declamations contest etc.

The College is committed to higher education for all girls in this rural belt. We support them through scholarships, health care and extra classes.

The students are trained and taught in career classes. The 'career classes' is a regular practice in the college preparation of competitive exams. In addition, the career counseling and career opportunities available are provided to all the students. The communication skill, preparation for competitive examinations and computer classes are peculiar feature of the college. The training in self defense, cooking & baking, beauty culture, driving, house keeping and other arts are being pursued to imbibe an attitude to art and work among the students.

The average percentage of students benefited by this program is above 50. The Counseling Center provides counseling services to the students in the form of personal and vocational guidance. The Women's Cell of the College provides counseling to students. There is a Grievance Redress Cell, which is entrusted with the authority to mediate any type of grievances raised by the students. The Anti-Ragging Committee and Anti-sexual Harassment Committee are actively monitoring the discipline in the campus. However, being a college exclusively for girls no such incidents happen still all care is taken.

Governance, Leadership and Management

Pradhan Foundation a Trust registered under Indian Trusts Act 1882 founded the Maharani Lakshmi Bai College. The Governing Body duly formed under rules framed by the Director Higher Education Haryana and affiliating University manages the college. The Governing Body is apex identity to manage the college as per the applicable Statutes, Acts, Rules and Guidelines. The vision, mission and goals of the institution are achieved through strategic action plan prepared, upgraded and amended from time to time.

The main focus is laid on future development, effective leadership and participative decision-making process. The college takes inputs from all the stakeholders, upholding the principle of quality education and Higher Education to all irrespective of their caste, creed or religion.

The college has a structured organizational framework to manage its functions. A 360 degree feedback is obtained to keep a check on quality of teaching and learning. The same is also used for faculty performance appraisal. The organization structure is properly designed and relative roles of functionaries defined. ” The Principal is Ex-Officio Secretary of the Governing Body who is catalyst in decision making process and continuous progress of the institution.

The MLB College has an Internal Quality Assurance Cell (IQAC), which facilitates quality teaching and learning environment in the institution. The College Management has instituted number of Excellence Awards for Teachers and Students to motivate them for best results. The accounts are audited on yearly basis.

Institutional Values and Best Practices

The college has adopted many unique practices having impact on family, social, environment, water and flora & fauna.

1. Blood donation camp in the campus is regular feature.
2. Tree plantation and maintenance is regular practice in the campus. Students plants their identified trees and maintain the same.
3. The students undertake cleanliness in the campus and nearby villages ‘Swacch Bharat Abhiyan.’ Students of the college visit in the groups in nearby village and undertake cleanliness as movement and aware the masses about it.
4. Female feticide is inhuman. Students visit villages make people about this social sin
5. The campaign against gender bias. The students visited many villages and wrote name of house lady also on each house along male owner name. The Union Minister Menka Gandhi took note of this movement and wrote all District Magistrates to write name of their spouse on the house plate.
6. ‘Save water Movement.’ The college has installed a Rain Harvesting System to conserve the water.
7. Road safety is a major issue. The students take it as campaign to prevent road accidents and convince people to follow traffic rules on the road.
8. The environmental and health hazards of plastic bags and packing material.

The above issues are undertaken by the students in the campus and villages through Nukkad Natak, rally, posters, billboards and door-to-door awareness programs.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHARANI LAKSHMI BAI COLLEGE
Address	Village Post Office Sarsana
City	Hisar (Rural)(146)
State	Haryana
Pin	125001
Website	www.mlbcollge.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shamim Sharma	01662-296070	9416044471	01662-252030	principalm1bc11@gmail.com
IQAC Coordinator	Jyoti Verma	01662-264508	9253921013	01662-264551	jyoti325625@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	22-07-2011

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Haryana	Guru Jambheshwar University of Science and Technology	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
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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	Village Post Office Sarsana	Rural	5	4000

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	Ten Plus Two	French,English + Ho,English + Mundari,English + Khasi,English + Bodo,English + Meitei/ Manipuri,English + Tulu,English + Kurukh,English + Khandeshi,English + Dogri,English + Konkani, English + Sindhi,English + Gondi,English + Nepali,English + Kashmiri,English + Santali, English + Bhili/Bhilodi,English + Maithili,English + Assamese, English + Punjabi,English	300	160

				+ Oriya,English + Malayalam,English + Kannada,English + Gujarati,English + Urdu,English + Tamil,English + Marathi, English + Telugu,English + Bengali,English + Hindi ,Ho,Mundari ,Khasi,Bodo, Meitei\Manipuri,Tulu,Kurukh,Khandeshi,Dogri,Konkani,Sindhi, Gondi,Nepali,Kashmiri,Santali,Bhili\Bhilodi,Maitihili,Assamese,Punjabi,Oriya,Malayalam,Kannada, Gujarati,Urdu,Tamil,Marathi,Telugu, Bengali,Hindi,English		
UG	BSc,Science	36	Ten Plus Two	Hindi,English	80	23
UG	BCom,Commerce	36	Ten Plus Two	Hindi,English	120	28
PG	MA,Macroeconomics	24	B.A.	Hindi,English	30	7
PG	MCom,Commerce	24	B.Com	Hindi,English	30	12

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				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				25			
Recruited	0	0	0	0	0	0	0	0	0	25	0	25
Yet to Recruit	0				0				0			

Non-Teaching 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				13
Recruited	6	4	0	10
Yet to Recruit				3

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				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	21	0	21

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	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	0	0	0	0	0
	Female	523	11	0	0	534
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	46	0	0	0	46
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	34	29	30	51
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	86	115	116	108
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	421	461	455	381
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		541	605	601	540

3. Extended Profile

3.1 Program

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

Response: 5

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	4	3

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
540	594	606	541	418

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
223	223	211	211	199

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
135	161	97	100	55

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
25	24	24	18	15

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	24	24	18	15

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

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

2017-18	2016-17	2015-16	2014-15	2013-14
83.18	72.68	65.6	111	117

Number of computers

Response: 19

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:

The MLB College has a clear focus on quality education to all. In order to achieve this goal a well planned step by step process is framed and implemented:

Pre-session procedures: The following steps are taken before the beginning of the session.

- 1.The feedback and updates are taken from the University about the syllabus, changes and addendums if any applied on the existing curriculum and syllabus.
- 2.The concerned teaching staff is provided with academic curriculum for their comments and clarifications, if any.
- 3.The staff is made clear about the curriculum and syllabus.
- 4.Academic Calendar is obtained from the university.
5. The curriculum is uploaded on the website of the college as per the instructions from the University and DGHE (Director General Higher Education) Haryana.

Commencement of the session:

- 1.The session begins with a Hawan ceremony in which all registered students are invited to attend.
- 2.The students are acquainted with the University, College and DGHE programs and policies.
- 3.A separate session follows where students of each subject are given detailed account of syllabus and study plan in the session. The examinations pattern and tentative schedule are also explained to them.
- 4.The complete information about timetable, adjudged teaching staff and allocation of classroom is given to students orally and place on Notice Board.
- 5.A complete lesson plan of each subject and each teacher is conveyed to the students and uploaded on the website of the DGHE and MLB College
- 6.Then regular classes goes on till the beginning of semester examination.
- 7.The students are taken into learning stream through class tests, assignments, surprise test followed by unit tests. The unit tests are the full rehearsal of final examinations in which students get a feel of semester examinations.
- 8.One week marked as the week of extra questions/answers, clarifications and guidance before the final papers.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 4**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	1	1

File Description**Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 4.72**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 60**1.2.1.1 How many new courses are introduced within the last five years****Response:** 3**File Description****Document**

Details of the new courses introduced

[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 77.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
384	442	434	444	367

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The college has planned a number of extra-academic activities relevant to present day issues. The students are encouraged to write, speak and debate on the matters pertaining to social and national issues:

Gender: The female feticide and girls' education are major issues to be addressed by the youth. The atrocities meted out to females irrespective of their age have become a glaring problem facing the society. The students are made aware of these issues under the mission 'Beti Padhao Beti Bachao.' The students are made aware of the demographic imbalance due to female feticide. They are given training in Self-Defense. They are motivated through lectures from prominent personalities to learn from their life. Ms. Bhayan who won laurels in para-olympics, Ms. Lakshmi Puri General Secretary of UN Women, Dr.

Shamim Sharma a prominent writer, Ms. Shalini Chetal from Civil Services, Mr. Rajbir Deswal IPS, Mr. Khiyalya IAS and other personalities with distinguished achievement visited the college to address the students. The menace of gender bias prevalent in our society is dealt with. The recognition to female head of the family is initiated in the villages by writing their name also with male owners on front of houses.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 6

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 6

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 16.85

1.3.3.1 Number of students undertaking field projects or internships

Response: 91

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

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.58

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	3	4	1	1

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 39.39

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
193	213	194	261	193

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
560	560	530	530	500

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 25.71

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
73	56	52	59	36

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, after admission and organises special programs for advanced learners and slow learners****Response:**

The college admission committee makes a summary of the students based on the academic background, medium of education, economic status, curricular and extra-curricular activities of the student while taking the admission. The individual requirement of each student is analyzed and the students will be classified as per the following.

1. Slow and advance learners: Details of the academic performance and achievements of the students such as University ranks, medals, and appreciation certificates are scrutinized and based on the primary data collected the students are categorized as slow and advanced learners.
2. A bridge course is conducted for the students to tackle difficulties in languages, accounts, computers and such similar subjects. For example the departments of Commerce, Science and English adopt a bilingual approach to make the students to overcome their hesitancy towards English.
3. Feedbacks are collected from the students and tests are conducted to find out the problem areas of the students and root them out in the initial stage itself.
4. The poor performance in the class room due to absenteeism is intimated to the guardians and parents through SMS, phone calls and meetings.
5. Corrective steps are taken accordingly. Remedial classes are conducted for the academically slow students to provide them extra teaching to come up with other students.
6. The syllabus is taken in wider perspective and awareness beyond its content is taught to inculcate their interest in the basics of the subject and learn the latest trend.
7. The students are encouraged to take effective part in whatever subjects that interests them to motivate them into learning all. They are constantly encouraged to meet up with their mentors for

extra classes and practice through assignments like preparing a Collage, Posters, Charts, Models, Paintings, Graffiti wall and PPT to gather in-depth knowledge about the subject.

8. Teachers also help these students by tutorials, one to one discussions and advisory on books and study materials.
9. The advanced learners are identified during the classroom discussions, performance in the internal assessments, feedback from mentors and teachers. ? The college recognizes the achievement of the advanced learners either in terms of cash awards or medals in various functions organized in the college.
10. The advanced learners are encouraged to participate in seminars and present papers and to take classes for the juniors or their peers to motivate the other students to catch up with others.
11. The advanced learners are given proactive leadership, class monitors, cultural coordinators etc.
12. The students are encouraged to organize college fest and are groomed to represent the college in state or national level academic, sports and such activities to foster their competitive spirit

2.2.2 Student - Full time teacher ratio

Response: 21.6

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description

Document

Institutional data in prescribed format

[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:

The teachers are mostly aware of the students' level of learning in terms of knowledge and skills due to their previous experience with similar students over the years. The whole academic process in the college is student centric. The traditional method of teaching is supplemented by student participation in the classroom activities, experiential and participative learning which are undertaken as under:

1. The classes are usually interactive with the students coming up with their own innovative ideas and viewpoints with the guidance of the teacher.
2. The students are encouraged to prepare Collage, Posters, Charts, Models, Paintings, writing on Graffiti wall and PPT. These are displayed on the notice board or exhibition hall or shown in mini-auditorium through projector.
3. The students are encouraged to attend seminars and conferences and present papers.
4. Students are taken on industrial visits to get hands on experience.

5. Group discussions, intercollegiate fests and educational tours are conducted to promote academic excellence and psychological relaxation to the students.
6. The computerized library has a vast collection of books and students are encouraged to devote time in the reading room.
7. Free access to the internet to make the students familiarize themselves with latest development in various areas of learning and their interest.
8. Extra classes for competitive exams are undertaken in which various subject knowledge is imparted. They are updated on various career opportunities like students are taking Combined Defense Services, Banking, HSSC and UPSC exams.
9. The college has established around various clubs, societies, associations, committees etc to encourage student participation in different academic and extra-curricular activities.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 22.5

2.3.3.1 Number of mentors

Response: 24

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and Creativity are important for the development of the students. The college is committed to develop innovative and creativity aptitude among the students. The classroom teaching is required to be synchronized with practical life. The teachers use various tools and methods to motivate the students to think out of box. The pedagogy used by the teachers is aimed at developing the generation of original ideas and a think tank to share views of students in their academic curriculum and happenings around them. The following methods are being used to lure the students for a new thinking;

1. The teachers conduct group discussions.
2. Role playing and mock drills of various forums. Like mock Parliament, historical events in stories and plays.
3. The poster, essay and painting competitions on random topics given at the time of event,
4. The quizzes of various departments like Commerce, Science, Geography, History etc.
5. Exhibitions in different subject like geography, science and commerce where the theories are depicted in understandable formats viz flow, pie and other charts and models.
6. Visits to various places of historical importance and industries.
7. Participation in various in house and outside competitions in the University, State and district levels.
8. The students are encouraged to present lectures like a teacher. This role-playing help students to prepare the topics and present in the class.
9. In science, geography and computer classes the practical and experimental assignments are undertaken to understand the topics and extend the knowledge horizon.
10. Innovative surfing on in the computer lab is encouraged where student search and find the added knowledge of the subject.
11. The students are made aware about the agriculture and latest developments in the field.
12. This will bring out their leadership, team playing; interpersonal skills and communicative skills.
13. Student fests are organized to create awareness on the latest trends on the subject and also to encourage the students to socialize for academic and social purposes.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 9.82

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.15

2.4.3.1 Total experience of full-time teachers

Response: 103.8

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 9.43

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The academic evaluation of the knowledge gained by the students is the pivotal issue in attaining a degree. The students are put to tests and examinations for continuous assessment and appraisal which helps to improve the quality to ensure that the student are well prepared for final papers conducted by the University. This way norms set by the University and internal evaluations go together to keep the students in academic arena.

The students are informed of the internal and external assessment system at the beginning of every academic year through orientation program and handbook. Though the external assessment comes at the end of every semester, the college adopts various methods to assess the students through continuous internal evaluation. The evaluation process is both conventional as well as modern depending on the skills of the admitted students, which are as follows:

- The conventional method includes conducting two scheduled written tests and the innovative method varies from class room discussions, student seminars, presentations, quiz on various subjects, etc.
- Multiple written as well as oral assignments are given to the students to cultivate their comprehensive, cohesive communicative skills both oral and written.
- The students are encouraged to use all the search tools either from the internet or by visiting libraries to think beyond their prescribed text books and explore the plethora of knowledge available.
- The final internal marks also include the average attendance and class room performance.
- Students are encouraged to be creative in the presentation of their subjects to boost their self-confidence.
- The students are given individual opportunity to practice the lab work to perform well in the final practical exams.
- The evaluation and assessment system adapted by the university and the college is aimed to encourage active participation of the students and continuously monitor the efficiency of teachers.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

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 and MA Economics classes and 30 M. Com classes are awarded as under:

1. Class Test: 5 marks
2. Assignment: 5 marks
3. Participation in Class Discussions: 3
4. Term Paper/written test/2nd assignment: 5 marks
5. Attendance: 2 marks
6. 10 marks for class presentation and seminar by the students of M.Com once in a semester.
7. 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.
8. The University in final Mark-sheet of the students adds the awarded score based on the assessment decided as per points 1 to 5 above.
9. A house test is also undertaken for 3 hours as per norms for final examinations so that the students are aware about the pattern and timing of attempting the questions in final papers. It is also an internal tool to assess the student's familiarity and preparations for final examinations.
10. To ensure transparency, the students are provided with internal exam 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.
11. The teachers counsel the weak students to guide them for the improvement and the tips for the best performance.
12. Allotment of marks is decided by the Class teacher and checked by the HODs and the Principal before sending the same to the University.

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.

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

Response:

The college has an effective system to address the grievances of the students for the internal assessment marks and also after the results is announced by the university at the end of every semester. The mechanism is transparent, time-bound and efficient. The students are free to approach the concerned subject teachers once the internal assessment marks are released and can get them clarified as to why the marks have been lowered thus. Students write their internal exam in blue books prescribed by the University. They are evaluated after every exam and are returned to the students for verification. They can contest the evaluation process and the same shall be attended to. In the case of the end of the semester external exam, students are given sufficient scope for the redress of their grievances to evaluation of

different papers in the following manner:

1. The students can ask for a photocopy of the test paper under RTI Act, to check whether the paper is justly valued. In case, the evaluation is found to be defective, the students are legally eligible under the university rules for the re-evaluation.
2. The students can also make a written request for the revaluation within 15 days from the date of issue of Mark-sheet along with prescribed fee.
3. The corrections in the final marks-sheet may be requested to the university as per the norms.
4. The Registrar or the Controller of the examination makes the final decision with regards to exam related grievances at the university level.

The college role to assess the student:

1. The internal assessment is finalized before the end of every semester. The students are given the valued answer booklets and the subject teacher rectifies the grievances with regard to marks.
2. The internal marks are recorded in a format as per the norms of the university and college.
3. The final internal marks are displayed on the notice board, before uploading them in the university portal to facilitate the students to know how much they would get as the internal marks when the final results are released.
4. The class teacher assigned for each class maintains a record of the attendance, marks and such other details.
5. The weightage for attendance is recorded with the minimum of 40 to 60 hours of which the student is expected to have 75% of attendance. Failing which the subject teacher has the right to reduce the internal marks of the student.
6. The student is expected to have taken part in project work, classroom discussions and seminars to gain the minimum marks set by the examination committee.
7. In case any disputed grievance the subject teacher refers the issue to the HOD and the Principal for final decision.
8. Suggestion box is kept at a common accessible location for the students who want to express their grievance and yet want to maintain their anonymity.

The mechanism to deal with examination related grievances is transparent, time-bound, efficient and well supported by the college.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The MLB College is affiliated to the Guru Jambheshwar University of Science & Technology, Hisar. The pattern prescribed by the University is strictly followed. The University provides an academic calendar that specifies the date of commencement and conclusion of the classes for each semester with applicable holidays. The college, accordingly, plans the internal examination schedules and other activities like workshop or seminar or ethnic/cultural/food/ sports fests. The Principal and staff meetings devise the plan of action to ensure adherence to the schedule given in the academic calendar. In case of unscheduled

break/holiday the Advisory Committee of Staff reschedule the working days to compensate the lost working days. The Timetable Committee prepared amends the timetable to facilitate the teachers to plan their lectures for each subject as per the workload adhering to the University guidelines. This timetable is conveyed to all students for compliance.

The college functions and other extra co-curricular activities are planned to keep the teaching days unaffected.

The teachers individually maintain a work diary every day according to the classes taken by them as per the college calendar. Departments follow different evaluation outcomes throughout the semester as an indicator of the student performance. The continuous internal assessment and evaluation pattern for the undergraduate students is as follows:

1. The timetable for each internal assessment is prepared well in advance as per the University and strictly followed.
2. The subject teachers are given ample time to set the question paper as per the university norms.
3. The teachers as per the feedback from the students correct the internal assessment papers within 5 days followed by teacher-students interaction for guidance, tips, correction and adaptation.
4. The students are given opportunities to examine and suggest various aspects of a problem that will enable the teacher to enhance the teaching and learning method.
5. The Students are also assessed on the basis of seminars, assignments, practical, lab and field experiments and projects.

The environment in the college is conducive to academic work culture vibrating with other constructive activities with a sense of discipline. Thus, University curriculum is met within the planned time frame of the calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The institution has established the Program Outcome Heads (POH) for each program such as Arts, Science and Commerce, which clearly state the objectives, and outcomes. The guidelines are circulated to all faculties and displayed on the notice board for the information of the student. The Teaching-plan is prepared to realize the desired outcome stated in the syllabus.

The projected course outcomes of all courses are prepared and distributed to the students at the beginning of the academic year. The students are inspired by the concerned Head of the program to achieve the projected results. The newly appointed staff is trained by the principal and HODs to guide them about the

projected outcomes.

The outcomes and program specific outcomes mention in the Scheme of Syllabus supplied the University is achieved in the manner as mentioned in the process of learning and teaching. The outcome for BA, B. Sc and B. Com courses are specific to the knowledge and practical experience of the subjects opted by the students. The institution ensures that the outgoing students who become eligible for the particular degree is fully prepared and practically deserve the award of this felicitation.

The University in the Scheme and Syllabus of that particular program establishes the program specific outcomes. The student from the beginning is focused, directed, taught and guided to achieve these outcomes and study plans are devised accordingly.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution ensures the stakeholders in the course receive the outcomes stated by the institution. The evaluation system and student feedback ensures that the course objectives are received through proper channels to the students. The institution conducts two written examinations for every semester to check whether the stated objectives of the curriculum are achieved during the implementation. Class tests are arranged to gain confidence in the relevant subject and the weaker areas are identified and discussed with the student. Each faculty is given charge of 20 to 25 students as Mentor who will in turn observe the development of the students, provide counseling, calculate the attendance and communicate with the parents periodically if needed to discuss the growth of the students.

Preparation of teaching plan and maintenance of the work diary also helps the teacher and the student to focus on the predefined activities to achieve the outcome. Apart from the written tests assignments and seminars are given to the students to enable them to gain detailed knowledge on the subject. The subjects where the student seems to lag behind are taken for remedial classes.

The student from a socially or economically deprived class are provided with scholarships as per the government and institutional policies to enable them to grow with knowledge which is the motto of the institution. Regular seminars, debates, case studies, quizzes pertaining to the relevant subjects are conducted in the classroom to make learning an integrated and interesting process. Various departments and committees develop activities like departmental fests such as Hindi Day, or Science exhibition during fests, chart and model preparations which are displayed in the college premises for a period of time to motivate and appreciate the students to perform and aim higher in their subjects.

Extension activities such as awareness rallies, cleanliness campaigns, eco clubs, and such activities enable the students to think out of the box and be creative, proactive and inculcate the values of ethics in students. As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution was able to make many students to score distinctions, medals and honors. Many of our students have participated in inter collegiate fests, sports meets of state and national level and have brought accolades to the institution. The extra-curricular activities such as NSS and NCC has made our students achieve many awards and grades which are highly exemplary of the attainment of the outcomes as mentioned in the outcomes.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 78.95

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 135

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 171

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 24

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The environment is the major concern of the day. The principal, teachers and students all are concerned

with the improvement and maintenance of environment. The tree 'plantations', 'cleanliness' and 'save water' are main missions adopted by the institution. Our students has adopted the nearby village Bhiwani Rohilla where students visit in group and convince people on these three missions through their work-contribution, oral convincing, Nukkad Natak and one to one discussion on these issues.

The knowledge on these issues is gained from the experts who are invited from time to time in the college. The knowledge from internet, newspaper, magazines, books and other available material is used to get prepared for the missions. The students visited Dheeranwas, Subdawas, Siswala, Sarsana Rawalwas Khurd, Gorchhi, Budak, Basda, Bhwani Rohilla etc under Swachh Bharat Abhiyan. The confirmation issued by Sarpanches of respective Villages.

- The incubation and development of knowledge and new ideas with problem solving is done by students through presentation, charts, models
- The teachers are provided with umpteen opportunities to submit innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively.
- The various departments generate co-curricular stimuli by means of workshops and seminars.
- Students are given hands on experience to be updated on the latest technology and to improvise on them. A part of the college land is cultivated as per the season and students are made aware about these practically in the fields.
- Separate labs are set up for the students in commerce, science, computer and the language departments to make the students acquainted with the latest in the field and improvise on them.
- The computer science students choose an area of interest of their own preference and do a mini project as co-curricular activity to expose them to the latest developments in the software and hardware industry.
- A water harvesting system is established to save water and students are made aware about the need of saving water for future. The day-to-day 'Save Water' motivation is imparted to students for saving and economic use of water.
- The college campus is kept green and clean where students also contribute by field work.
- The NCC and NSS formations are lined up to keep the day-to-day watch and continuous monitoring of the ecosystem.
- A compulsory paper for all 'Environmental Studies' is helping students to know about the technical issues concerning ecosystem and its development.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: No	
File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: Yes	
File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0	
3.3.3.1 How many Ph.Ds awarded within last five years	
3.3.3.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years				
Response: 0.57				
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
7	1	2	1	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 0.09

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college believes in the holistic development of the students and sensitizing them by exposing them to address the social issues in the local community. These activities provide the students a much-needed break and for field work and interaction with the local people to address the social issues like Beti Bachao Beti Padhao, prevalent in the society.

The gender bias in the rural areas is the glaring social injustice. The issue is addressed by the students by convincing people in favor of support to girls for education and a dignified social life.

The menace of dowry and extravaganza in marriages and post death functions is causing heavy financial burden on the people. The students are motivated to remove and enlighten the people about the killing impact of these anti-social rituals.

The honor killing and limitations in marital issues are undertaken to convince the people to come out of such anti-human practices.

These extension activities influence the students, their understanding of the problems in the rural and urban areas. They are encouraged to participate in various community development programs to develop their all-round personality. As a part of the whole exercise, the college has adopted a nearby village called Bhiwani Rohilla.

In addition the students are involved in the below mentioned activities.

- The NSS (National Service Scheme) conducts annual camp in the neighboring villages for 10 days, which helps them to mingle with the village and rural people to understand their thinking and needs in a practical way.
- Self-discipline, loyalty, respect and patriotism is nurtured among the students through NCC activities focused on national issues in a disciplined manner.
- The NSS Volunteers and NCC Cadets have received many awards for their meritorious services and achievements.
- Extension lectures on social evils are arranged to create awareness among the students. Folk and National artists are invited to motivate the students about the traditions and rich culture of the India. Ms. Lakshmi Puri of UN Women, Yashpal Sharma from film industry, Malbika Kathak dancer, Mohmad Ahmed Khan Varsi brothers' Kawwals et al visited the college.

The students are also encouraged to participate in the following activities.

1. Planting of trees inside the campus as well as in the adopted neighborhood.
2. Free eye and health check up camps in the college.
3. Blood donation camps in the college
4. Swacch Bharath Abhiyan in the nearby villages.
5. Awareness rallies on aids, Anti- Liquor, Anti- Tobacco and Drugs.
6. The college library offers books to old students in need to prepare for competitive exams and such exams with a minimum deposit to help them in their further studies.
7. All the significant dates such as Environment day, Yoga Day, Teachers Day, Hindi Day, et al are celebrated periodically to familiarize students with the important events.
8. The college management on its part extends support to the economically deprived students by giving them concession in fees and awarding need-cum-merit scholarships.
9. These field activities enable the students to cultivate the much basic traits like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 17

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	2	2	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 27.14

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
178	207	200	80	84

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

<p>3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years</p> <p>Response: 16</p>											
<p>3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>4</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	3	3	3	3	4
2017-18	2016-17	2015-16	2014-15	2013-14							
3	3	3	3	4							
File Description	Document										
Number of Collaborative activities for research, faculty etc	View Document										

<p>3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)</p> <p>Response: 5</p>											
<p>3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>2</td> <td>0</td> <td>2</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	0	1	2	0	2
2017-18	2016-17	2015-16	2014-15	2013-14							
0	1	2	0	2							

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The MLB College was established in the year 2011 and from the day one the Management Intends to increase, upgrade and modernize the facilities available in the college. It is an unique college in this rural area, which has the most modern state of the art infrastructure. The classrooms, laboratories, computer lab, staff room, common room, seminar hall, Yoga center, indoor and outdoor games facilities, washrooms, offices, safe stairs, safe drinking water, 365 days electricity, airy and ventilated rooms and cafeteria supported by the lush green campus surrounded by green cultivated agriculture meadows.

Infrastructure

- The modern state of art Building with lush green lawns and well-equipped classrooms.
- A pollution free environment in the campus surrounded by cultivated green fields all around.
- Well-equipped and furnished Computer laboratory with Internet facility.
- Well-equipped and furnished Geography laboratory.
- Well-equipped and furnished Physics laboratory.
- Well-equipped and furnished Chemistry laboratory.
- UPS, inverter and 25Kva DG Set, a complete electric power back up.
- A well furnished computerized library with a spacious and well lighted reading room housing a number of newspapers, magazines and books.
- A well furnished Seminar hall.
- A well furnished Staff room.
- Girls Common room with all facilities including indoor games.
- Playground and sports equipment are available for Kabbadi, Kho Kho, Handball, Volleyball, Basketball, Badminton and field events of hammer throw, javelin throw, weight lifting, boxing and Karate.
- Indoor games like Chess, Chinese checkers, Carom Board, ludo etc.
- A separate airy and lighted space for Yoga & meditation.
- Medical facility with first-aid box and regular visits of specialist Doctors for health tips and emergency services.
- Cafeteria with hygiene food and drinks.
- Multipurpose Hall with Projector facility for PPT and other audio-visual presentations.
- Round the clock security.
- Outdoor space with stage for functions.
- Bus facility for staff and students.

File Description	Document
Any additional information	View Document

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

Response:

The rural students have limited time and permissions from their parents to participate in the games involving their outstation trips. They have to invest time in daily to and fro plying in the buses to the college. They are allowed to finish all their academic and non-academic activities in the college time only

The college has facilities for indoor and outdoor games and sports to commensurate with the time available to the students.

Playground and sports equipment are available for Kabbadi, Kho Kho, Handball, Volleyball, Basketball, Badminton and field events of hammer throw, javelin throw, weight lifting, boxing and Karate.

1. A Volleyball court.
2. A concreted basketball court.
3. Handball playground.
4. Kho-Kho ground
5. Kabbadi ground with soft sand.

Indoor games like Chess, Chinese checkers, Carom Board, ludo etc.

The indoor and outdoor hall/auditorium can also be used to conduct various cultural activities. College cultural fest, sports day, athletic meet, yoga training and such activities may be conducted anytime in the ground or the auditorium.

1. An airy and ventilated hall for Yoga and Meditation Center.
2. Space for practicing boxing, karate, Judo etc.
3. Room for indoor games like Table Tennis, Carom, Chess, Snake and Ladder, Ludo etc.
4. Badminton Court.

The college encourages the participation of the students in various games:

1. 1st position in Volleyball Inter-college games conducted by University.
2. 3rd position in Basketball Inter-college games conducted by University
3. Participation in boxing in State Boxing competition.

4. Participation in Inter-college Kabbadi, tug-of-war,
5. 1st position in Tug-of-war in District games.
6. 3rd position in Kho-kho inter-college games.
7. 2 Gold and 1 Silver in Haryana State Golden Jubilee sports
8. Participation in All India Inter-University Boxing Championship.
9. 1st position in relay race in Block level games.
10. Gold Medal in National Championship Tug-of-war.

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

Response: 12.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 26.41

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.25	5.28	4.9	46.6	83.55

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The library has over 6490 books for the use of students and staff. It has 26 periodicals/magazines and 10 national and vernacular newspapers 4 in English and 6 in Hindi for the students to remain updated with news and articles of national and local importance. It is a member of National Digital Library (NDL), which helps us to enhance the availability of books which are not in library. The e-copies of needed books are made available to the students and staff as per the need.

The library is automated with LsEase software to keep track of the access to the books, issue, and updating of stock.

The library has separate reading room. The library will be digitalized in due course of time.

The indents from library enjoy the overriding priority. The purchases are made immediately as per the requirements of the staff and students.

Name of the ILMS software- LsEasy

Nature of automation – Partial automation

Version-4.3.3

Registered with NDL registration: ID-principalmlbc11@gmail.com for Hindi

ID: mlbcollegehisar@gmail.com for English

The students are motivated to visit the library daily. They are taught how to read newspapers, surf on internet and access books and other material on NDL site.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college has a well-equipped library with 6490 books from different areas of study prescribed, recommended and reference books as per the university norms and requirement of staff and students. The library has sufficient books to meet the academic necessities of the students. The students are motivated to spend time in the library. The special classes on current affairs, general knowledge, and writing skills are

arranged to inculcate interest in the library. A set of assorted reading material general books, magazines, journals et al has been subscribed to address the different interest of the students.

The books, which are rare for staff and students in this area, are generally costly, encyclopedias old mythical books or few books of foreign writers. These are arranged on demand from the staff and students.

The following rare collections enrich our library.

1. The original Constitution of India
2. All four Vedas.
3. Britannica a distinguished knowledge bank.
4. Haryana Encyclopedia
5. Modern Home University Encyclopedia
6. Everyman's Encyclopedia
7. Lenin
8. Mahatma
9. Manu Smriti
10. Nalanda Vishal Shabd Sagar
11. Haryanvi Dictionary
12. Complete work of Shakespere

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

(INR in Lakhs)**Response:** 0.95

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.51	1.47	.64	1.52	.59

File Description**Document**

Details of annual expenditure for purchase of books and journals during the last five years

[View Document](#)**4.2.5 Availability of remote access to e-resources of the library****Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 12.39

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 70

File Description**Document**

Any additional information

[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

The college has adequate IT facilities for strengthening the teaching and learning process.

Therefore our campus is upgraded with all the necessary IT facilities. The computer lab is equipped with 19 computers with required software and antivirus. UPS is installed to ensure uninterrupted usage of computer lab. LCD projector with audio system is available to provide effective teaching for the students.

Faculty members are using power point presentations, videos et al to enhance learning. The scanners,

printers, Xerox facility is available and faculty members can use this facility for official purpose. The college campus is WI-FI enabled.

The college campus is under CCTV surveillance to ensure transparency as well as safety of staff and students and smooth running of the academic activities. It help the Principal to observe the regularity in classes and discipline in the campus.

The computer lab and other IT facilities and equipment are upgraded from time to time.

4.3.2 Student - Computer ratio

Response: 28.42

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 73.62

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

2017-18	2016-17	2015-16	2014-15	2013-14
80	67.6	61	63.2	33.9

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	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:

The college has framed a defined procedure and policy for the Maintenance and Utilization of facilities created by the management for the benefit of the students.

Maintenance: The basic infrastructural facilities like building; electricity, water, security, cafeteria, labs, library and greenery are the major areas, which need continuous attention to keep these functional.

Maintenance Committees: The Principal is empowered to form the various committees to monitor the maintenance of infrastructural facilities.

Objective: To monitor the maintenance of the land and building to keep it in all time functional hazard free mode.

Procedure: The member of the committee will report to Principal for any job of maintenance in the format prescribed for the purpose:

Urgent tasks: The maintenance work which need immediate action like electrical faults, drinking water shortage, washrooms or leakages et al. The action on these issues will be taken immediately.

Normal Maintenance: The defects, wear & tear or other damages in the building, electrical, mechanical, furniture et al will be reported to Principal and corrective actions is taken accordingly.

Academics: The main focus of the college is that the syllabus prescribed by the University is properly taught to the students. To achieve this basic objective teachers convey and clarify the subject wise syllabus to the students and a lesson plan is prepared and adhered to strictly throughout the session. The classrooms, labs, library and other facilities are being synchronized to effectively make their use.

Functional Maintenance of Labs: The concerned teachers of the subject are jointly responsible to maintain and upgrade the labs from time to time. The students are devoted to the labs as per the Curriculum and the teachers, for the best utilization of the facilities, prompt extra practice work.

Library: The students are motivated to use library as the backbone of education as a whole. They are introduced with the importance of library. They are convinced that it is not merely a book bank but an ocean of knowledge. The students are encouraged for the study material of their interest and referred to library. The career classes and other academic activities prompt them to devote time in the library.

Sports facilities: The sports have become an area of bright career these days. The students are regularly motivated to introspect and find their interest areas. The sport is a career as well as a way of healthy life. The goods and equipment required for the purpose are arranged on priority and various games like Volleyball, Basketball, Kh-kho, kabbadi et al are being practiced and enjoyed by the students.

Computers: The students are utilizing a well-equipped computer lab with Internet facilities properly as the craze for surfing and finding answers for Google and other search engines has become very common among them. A continuous power supply is arranged to keep it operational. The students are motivated to prepare notes on computers and design PPTs on the subjects and topics given to them from time to time.

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 the last five years

Response: 6.61

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
36	19	13	62	40

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 11.75

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	63	46	55	65

File Description

Any additional information

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	2	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

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

Response: 1.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	3	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 33.33

5.2.2.1 Number of outgoing students progressing to higher education

Response: 45

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 8.89

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	9	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

It is an established fact that student's participation is integral for all the activities of the college. The college has an elected Student Council as per the norms and procedures established by the University and the government. Class representatives elect the members of the Student Council. Students of each class elect class representatives. Student Council body consists of a President, Vice-President and a Secretary. The Student Council members and members of all other committees are involved in all college activities. The faculty members in-charge of the committees select members of the committees.

Sports committee- The Sports Committee headed by the physical education director of the college organizes Annual Sports Meet. Student representatives from senior classes are actively involved in the committee in planning and execution of all the indoor and outdoor competitions. Student committee identifies students good at sports and train them for inter college competitions.

Cultural Society-The Cultural activities of the college are planned by this Cultural Society every year. This involves interclass cultural competitions as well as cultural programs conducted during various celebrations like College Day, Graduation Day et al. The Cultural Society members include faculty members as well as student cultural secretary. They identify students good at cultural programs. They are guided for inter college and intra college cultural activities/competitions.

Redressal Committee: - Grievance Cell addresses all kinds of grievances of the students. It deals with the issues relating to infrastructure, sexual-harassment, ragging et al. The 'Suggestion Box' is placed in the college at a noticeable location. Some grievances are directly brought to the notice of the Principal. Thus the committee directly and indirectly involves students in the administration of the college.

Various committees- Student representatives are involved in all committees of the college including Women's' Cell, Anti- Ragging Cell, Commerce Club, Anti- Sexual Harassment Cell,

Languages' Club , Eco Club, placement cell et al.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 47.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
72	54	30	40	41

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has an alumni association named MLBIANS Alumni that stands for 'one who studied in MLB College. The alumni committee members are always in touch with the old students of the college. The old students take active part along with the advisory committee in guiding the future of the students.

The alumni were not active during initial years when the first batch of graduates was passed out in the year 2014. The rural students mostly get married during their academic sessions in the college or immediately after the graduation/post graduation.

Now with the passage of time the awareness, among the parents, about the benefits of higher education facilitated by them to the daughters is increasing. The first alumni meet was attended by 202 girls in the year 2017 and in the second meeting which was held in 2018 only 125 girls were present.

The alumni involve themselves not only in academic growth of the students but also on the infrastructure development, and providing exposure to the students through various activities pertaining to cultural fests, NSS and NCC.

It has become a forum of personal, informal and formal interaction to learn from the seniors and expand their circle of friends and acquaintances. They share experience in the college and afterwards.

It is an association, which will grow with the time.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Our vision and mission are reflected in the results and achievements earned by the institution. This area a cluster of 52 villages having no 'higher education' facility for girls is provided with unique institution. The establishment of this institution itself is a reflection of success in our vision and mission.

The 'raising rural potential' for women empowerment through higher education is or mission and to open the doors of modern world for all girls is our vision. The leadership of the institution

Has established it credentials in this area where this college is known for it quality education with discipline, safety and security. The holistic development of rural girls is taking place and girls are benefitted from our vision and mission.

The college has produced 756 graduates in last 5 years and 41 postgraduates in last three years who are only girls. We saw it as a beginning.

The introduction of additional courses at Post Graduate level is a boon for rural students. The number admission is less but each girl had an opportunity to go for further higher studies.

The achievements of students in Academics, Extra-curricular activities, NSS, NCC and sports are the testimony of effective leadership reflecting our vision and mission.

We have University Toppers

We have National level sports award.

We have NCC cadets with top ranks/achievers.

We have distinguished NSS volunteers

We have talented students who have achieved awards and medals up to Inter-university level Youth festivals.

6.1.2 The institution practices decentralization and participative management

Response:

The college follows a well-structured and defined hierarchy from top to bottom to manage the affairs in a transparent manner. The powers, duties and responsibilities are assigned to every step of management. The nature of managing the routine affairs and development of the college is decentralized and participative at

every level. The delegation of powers supplements the assignment of responsibilities. The Governing Body (GB) is constituted as per the University and Government regulations with tenure of 3 years. The GB is the apex body in the management of the college. The GB itself is testimony of participative and widely decentralized method of management. It comprises the representative of management, government, University, Teachers and non-teaching staff. The Principal of the college is the Ex-officio Secretary of the GB, which is a logical link between college administration and the management.

The Principal is authorized and fully empowered to take day-to-day decision with the best of her/his judgment in the interest of the students and goodwill of the institution. The participation of teachers and students is encouraged in all academic and non-academic programs. The motivational level of teaching and non-teaching staff and students is always kept highest so that they can contribute their best in the college functioning.

The students are involved and participative through its Student Council, which is a duly elected body as per University and government regulations, consisting President, Vice-President, Secretary, Joint Secretary and other members of the council. The students share their views in all academics and non-academics activities and bottlenecks are settled on day-to-day basis.

The Principal works directly and through Head of the departments for effective implementation and monitoring of academic plans. The head of the department are delegated with authority and responsibilities to decide on the various activities pertaining to academic and administrative work pertaining to their department. They can assign work to the other faculty in their department for implementation. The department decides the equipment, projects, and activities to be done for the academic session under the guidance of the HOD or the senior faculty member. The departments put up the proposals regarding their requirements. They are in turn put up to the management for necessary financial sanction. After sanction, execution is the sole responsibility of the concerned department. The students take an active part in the governance of the activities in the campus. The student body consisting President, Vice President, Secretary and Joint Secretary play an active. They have a group of Class coordinators who represent their respective classes. Feedbacks are obtained from the students to improve the quality of the services rendered. This student body under the guidance of the faculty takes lead in the organization of various festivals and campus activities. The Sports, Independence, Republic days et al along with other celebrations are organized with active participation of students. This way a proper work environment is created in the campus with cooperation among management, staff and students.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The vision and mission of the college focus on providing quality education to rural students. The holistic personality development of the student is aimed to promote the higher education quality standards.

Perspective planning is a blueprint regarding the objectives and targets of long run growth. The perspective plan is not just a plan, rather to attain certain objectives and targets; the perspective plan is divided into certain smaller plans.

A strategic plan for 5years 2016-21 is prepared, reviewed and is being implemented. (Attachment)

The perspective plan is a guideline to grow the institute. The college began to operate in the year 2011-12. The college has achieved tremendous growth now by the end of session 2017-18.

It started with first year of Two Streams in Commerce for Arts in B. Com and B.A. degrees. In due course of time Science Stream was added in the year 2013-14 for B.Sc., degree. In the year 2014-15 a vertical growth plan was implemented and Post Graduate Course in Economics was added for M.A. Economics.

In the year 2016-17 another milestone was hit with the addition of masters in commerce. Now with the regular Courses in BA, B. Com., B. Sc., (three year degree course) M. Com., and MA (Economics) the college is a growing entity for higher education in this area. The plan for 2018-19 was to get Distance Study Center allotted from the University to provide job oriented courses to boys and girls both.

We foresee the newly floated idea of 4year graduate degree program in which student will get an integrated degree in traditional course and much sought after degree in Education. It will be an integrated course concluded to BA or B.Com. or B Sc with B. Ed.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Organizational structure of Maharani Lakshmi Bai College is well-defined, stratified, logical flow of responsibility and authority, transparent and flexible.

President

Secretary

Director

Principal

HODs

Functions of various bodies/officers

Board of Trustees: BOT

The Trust 'Pradhan Foundation' s is the parent body of the college who conceived the idea and established

the college for cause of girls education in rural areas. The infrastructural and policy issues involving financial and/or legal stakes are taken to the BOT meeting. The Governing Body supervises the general administration and control of the affairs of the College.

Governing Body

As per the Government, UGC and University norms Governing Body (GB) constituted in the prescribed manner is the primary Executive authority for managing the whole affairs of the college. The main function of the GB is to manage and have general control of the College.

General Secretary

The responsibility of the GS is to bring the matters referred by the Director and the Principal for the decisions in the GB Meetings. The financial matters and development plans and other matters involving statutory obligations are brought in the agenda of the GB meeting.

Director

A senior person holds the position with a wide experience in the field of higher education preferably in the colleges. The director plays a role of guide to the college administration through Principal on the various issues coming up in the running of the college.

Principal

The Principal is the Head of the college. The responsibility and authority are entrusted to the head in consonance with the guidelines issued by Government, UGC and University from time to time. The Principal is responsible to run the college as per the norms and curriculum applicable to different courses and smooth running of the college.

HODs

They are the heads of their respective streams. The HOD is responsible for strict adherence to the timetable and completion of syllabus well in time followed by revision classes. They remain in touch with Principal on day-to-day basis to ensure the smooth functioning the college and academic and extra-curricular activities.

Service Rules, Procedure, recruitment and promotional policies:

The University Calendar governs these issues in the college. The MLB College established and recognized under 'Self Finance Scheme' SFS. A set of separate rules and regulation is applicable on SFS colleges, which strictly adhered to by us. The appointment of Principal, teachers and other staff is done as per the rules framed by the government, University and UGC. The selections are made through a Selection Committee' constituted by the Vice Chancellor of the University comprising members from management, subject experts, government nominee, VC nominee et al.

Grievance redressal mechanism

Grievance Cell is the primary body of the college, which receives grievances from both staff and students.

The members of the cell peruse the issues and find the appropriate and early redress. The complaints are also received from the suggestion box, feedback from students, through verbal discussions, morning assembly et al.

The grievance redress system is quick and time bound.

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Various committees/clubs/society/cell are established with the teaching, non-teaching staff and students to implement the vision and mission of the college in consonance with the policy, rules, regulations, guidelines and statute prescribed by the government, UGC and University.

The participation of students is encouraged to inculcate an attitude of team work and leadership among them. The following working teams are formed to address the holistic approach in the institution for academic and extra-curricular activities in planned and smooth manner.

6.3 Faculty Empowerment Strategies

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

Response:

The management recognizes the commitment and dedication of the teaching and non-teaching faculty. It always strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the institution are

1. Provident fund for all the employees who fall under the eligibility criteria.
2. Fee concession is given to the children of the staff of the college.
3. Concessional transport facility to all faculties.
4. Admission is free for children of non-teaching staff from primary to degree.
5. A canteen and coffee shop is provided inside the campus with subsidized rates to provide refreshment to the staff.
6. No membership fee for utilizing the gym, indoor and outdoor stadium for the staff
7. Compliments are given to the teaching and non-teaching staff during festival times.
8. Free quarters are given to the supporting staff.
9. The staff free of cost uses almost all the facilities available in the campus like internet, computers, library.
10. The annual increments are given to the staff based on their performance.

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	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: 0.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 3.3

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

The performance appraisal of all the staff is done annually. The staff fulfills a self-appraisal form similar to PBAS as per UGC. The format is exhaustive and includes questions/descriptions regarding academic and administration responsibilities undertaken by the teacher, innovative methods practiced and implemented by the faculty members during the academic year, various responsibilities including college fests, etc. It also involves questions/descriptions of seminars attended/ paper presentations by faculties in State/National or international seminars/workshops, guest faculty arranged, use of ICT enabled teaching, involvement in university academic work like question paper setting, examination work, BOS, BOEs etc. The HODs and the principal of the college assess the appraisal forms and a positive and constructive

feedback is shared with the faculty members. The principal counsels the faculty members to improve their performance if necessary.

Faculty members are also asked to improve their qualification (Ph. D) and encouraged to prepare for NET or SLET. The work diaries and lesson plans and other individual records of each staff member will be checked every semester. Faculty appraisal is also done through student feedback mechanism. A well-drafted feedback form with specific questions as per the comprehensive level of the students is distributed at every semester to evaluate how far the teacher succeeded in with advanced as well as the slow learners in the classroom.

Non-teaching staff viz librarians, office staff, support staff etc are currently not given any appraisal forms. The principal based on the quality, quantity, skill of their work does their performance appraisal. The principal conducts the appraisal of the non-teaching staff informally and they are counseled to improve their work if necessary.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The accounts of the institution are maintained on daily basis on double entry system. The entries are checked and recorded in the books of accounts. The Bursar internally audits the accounts and check authenticity of each and every transaction.

The Income & Expenditure a/c, Depreciation Statement and Balance Sheet as on the last day of the financial year are prepared as per the applicable and rules and acts.

The Certified Chartered Accountant annually audits the accounts and a report is submitted to the Chairmen of the GB and the Trust.

The annual budget is allotted to the college by the management every year for the requirements of various departmental activities.

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

Response: 0.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
.30	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

The MLB College is a self-financed institution. It is now taking measures to get it included under 2(f) and 12(B) of the UGC Act. The main source of funding for the college is the fees collected from the students and the funds provided by the Trust in case of deficit.

Budget is prepared as per the requirements of the various departments. The dispersal of funds for the needs proposed are strictly monitored by the Principal. The Expenditure receipts are maintained for various purchases made towards purchases especially related to the lab and library. The college follows a transparent accounting and audit practice. Nevertheless, attempting to mobilize support from NGOs and corporate world for financing its extension activities. The college is also applying for funding from various other bodies for organizing seminars/ conferences and for carrying out research projects.

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 college aimed at providing a quality education. An IQAC is constituted in the year 2016 to ensure that all parameters and requirements of quality education are met. The cell is entrusted with the responsibility of continuous monitoring of performance at all levels and take corrective actions to ensure quality in education.

The Quality Assurance Parameters:- The performance will be measured on the following parameters.

Part A

1. Awareness about the Academic Calendar of the college among the students.
2. A complete understanding of syllabus, exam pattern and lesson plans among the students and teachers.

3. The number of working days and teaching days are explained to students and teachers for follow up. The minimum 75% attendance is compulsory for the students.
4. A set of internal assessment program and schedule is explained to students and teachers. Internal exams, class tests, surprise tests, presentations, seminar and class participation is explained to the students.
5. The teachers maintain a 'Daily Diary' in which they enter the teaching/class work done on daily basis.
6. Analysis of performance of students in internal tests and exams.
7. Analysis of performance of students in final exams. Total students appeared, passed, absentees, reappears with concluding remarks.
8. A report on participation of students in different co-curricular activities.
9. A report of teachers' academic learning and growth. The research papers, Ph. D and participation in other scholarly activities.

Part B

The parameters set as per the Part-A are monitored, appraised, modified and corrective action, if required, is taken.

A

1. Absentees from college: Daily appraisal of presence of students. A check on absentees is done by calling parents on phone and counseling of students.
2. Absentees from class: A daily check on attendance to avoid idle hours in cafeteria and other places in the campus.
3. A regular appraisal of 'Daily Diary' by the Principal followed by corrective action.
4. A strict adherence to timetable continuously monitored by the surprise check by the Principal or the teacher deputed.
5. A continuous monitoring of critical areas like cafeteria, library, labs, outdoor areas etc. through CCTV cameras.
6. A complete check on students leaving class or college. The permission for both is required in a set preformat as per internal system.
7. The sports, NCC, NSS and other activities are checked as per the schedule.
8. The regular motivational lectures are arranged for the students and teachers.
9. An annual IQAC report is submitted to the GB.

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

Response:

The review of standards and parameters is a continuous process at all levels in the college.

Learning Process, Structures & Methodologies of operations:

1. A regular interaction between teachers-Principal, among teachers, teacher-student, student-Principal and Principal-teacher-student takes place for improvement of performance and preparation for academics.
2. Visits by learned and experienced dignitaries from different areas of expertise to motivate the students and teachers for better learning and research attitude.
3. Regular classes and strict adherence to Study-Plan
4. The structural corrections and additions are made in the process of learning. The electronic gadgets and other aids for practical exams are procured, upgraded and maintained from time-to-time.
5. The teaching methodology is modified and made student savvy. The class teaching with chalk and boards, practical displays, experimental learning in labs, discussions and debates on different topics, visits to industries and educational tours are undertaken to keep the interest of student live and eradicate the boredom and monotony in the learning process.

The learning outcomes are checked and reviewed periodically against the set standards of college and established norms and regulations prescribed by the University. The following periodic methods are adopted to check the outcomes:

1. Periodical tests.
2. Assignments
3. Presentations
4. Performance in competitions
5. Workshops and Exhibitions by students.
6. Internal debates and group discussions.
7. Quizzes: Commerce, Science, Arts and subject quizzes are arranged periodically.

The reviews and corrections are a regular feature in the college. The IQAC is actively involved in the process of providing quality education with holistic approach to personality development of the students.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The MLB College with active support of parent Trust Pradhan Foundation strives to expand its academic horizon in each session. The college was commenced UG level with approximately 120 students and two streams of Art and Commerce from the session 2011-12. Now the college is imparting higher education to rural girls numbering around 600 in Science, Commerce and Arts streams viz B. Sc., B. Com. BA and two postgraduate courses are also added MA in Economics and M. Com.

The strengthening of faculty members in terms of qualification and number is our continuous effort to improve academics with quality. The faculty members are trained, encouraged and motivated upgrade themselves in their respective subjects and go for advance studies and research. They are encouraged to qualify themselves in UGC/SLET. Some faculty members who joined as postgraduates have become Ph. Ds and a few more have registered for doctoral program.

The students also are given equal importance in gaining exposure in their respective fields of study and in terms of good results. The advanced and slow learners are identified and measures are taken every year to upgrade the standard of the teaching learning process for the benefit of the students. This is reflected in the

progressive results and the quality of the students leaving the college and ready to explore further avenues of career. Some of the students who have studied here and started their career in this college have cleared UGC/Net and have secured good positions in prestigious institutions.

Apart from the academics the college, also focuses on the extra-curricular activities such as NCC, NSS, Red Cross.

The college takes pride in empowering the young minds to achieve laurels. Many of the

Cadets have secured C grade certificates and attended camps for personality development. The NSS students also learn sustainability by attending camps organized in remote locations. The NSS unit also has adopted a village Bhiwani Rohilla for social causes.

The infrastructure of the college gets a facelift at the beginning of every academic session. New computers and lab equipment are added to the existing in the labs at least once in every 2 years.. The library is upgraded with new books.

The building, furniture, facilities and electrical equipment are repaired, added and refurbished as per the requirement of the new session every year.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 28

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	7	9	4

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

Safety and Security: The College is exclusively for girls. We are aware of the burning issue of gender equality. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various clubs and associations, which conduct gender-sensitization programs. Some of the associations involved in regard are Women Cell, Anti-ragging cell, Sexual Harassment cell etc.

Besides these associations and their programs, the college shows gender sensitivity in providing a safe and secured campus. The women faculty members are preferred as provided in the University rules also. The college building is located in a rural area where the environment is safe and green. The safe transportation facility is available in the college for students and faculty members.

The college building is monitored through CCTV Surveillance and 24hour guards on duty take care of the security of the campus. The women achievers are invited to the college in various functions and celebrations to motivate the student with live examples of courage and confidence.

Counseling sessions are undertaken with the students. The mentors are appointed to have regular liaison with students. The mentors assist students in academics, encourage them for extra activities, sports and other personality development measures. They are guided for career development and avenues available from time to time.

Common Room: A well-furnished common room for girls is available in the college. The room provides the facility for indoor games and relaxation.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 10

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 60

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 300

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 500

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management

- **E-waste management**

Response:

The college is proud to say that minimal waste is generated in the campus. The generated wastes are segregated in organic, solid, acids of lab and liquid as per norms. Old computers and other electronic gadgets and equipment are sold to junk dealers dealing with e-waste management. The organic waste generated in the cafeteria/kitchen, garden waste-leaves, flowers et al. are converted into fertilizer in the campus and used for the plant and trees in the green campus. Solid waste, which mainly involves plastic, and paper is collected in separate dustbins and delivered to authorized waste collectors. Separate dustbins are kept on all floors for solid waste and organic waste. Students are asked to dispose waste only in the designated bins.

Old newspapers, books, magazines, used water bottles, iron and plastic scrap et al is sold to vendors dealing in recycling.

The college had prohibited the use of polyethylene bags and is a plastic free campus. The liquid waste with acids generated in chemistry lab is dried in a pit in the backyard and dried lumps are disposed of to the authorized waste management unit.

The septic tank liquid waste is recycled and used in plantations. The solid part is dried and used as manures in the plantations of the campus.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

The area is short of water and rains are scanty. The importance of saving water is taught to students regularly. The saving and minimal wastage and recycling of water are prime concern for this area.

The college has established a rainwater-harvesting system where the rainwater discharged from the roofs of the college building flows down to a common water-channel which is connected to the underground water vein through a 60 feet deep well. It will recharge with potable water in due course of time.

A part of rainwater is directed towards lawns and green areas in the campus.

The septic tank water is recycled and used in plantation of the campus.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The students and staff do not use private vehicles. They commute either by public transport or the bus facility provided by the college. It is helpful in reduction of traffic and pollution on the road. Moreover, few of the students walk to college from nearby village.

The college campus is spread in 5 acres. It is lush green campus with more than 300 trees and plants. The green campus includes well-maintained gardens, plants and trees. There is also a Nursery maintained by the college. The students, staff and management are sensitive to environmental issues.

The Eco Club of the college puts up awareness posters on notice board on issues relating to conservation and protection of environment. Posters regarding the dangers of plastic on the environment, newspaper clippings on environmental issues like pollution are regularly displayed on the notice board. The Eco Club posters on "Effects of pollution" 'Save Earth' 'Green India Clean India' were displayed by the students in various competitions. *The campus is plastic free. The use of polyethylene and plastic material is prohibited in the campus.* The few items of plastic waste are carefully disposed of as per the norms of pollution control.

The office is strictly following the paperless working. The minimum use of paper is our target. The correspondence is done and files are maintained in soft copies wherever possible. The reuse of waste paper is also done from the other side also for rough work. The prospectus is displayed on the website of the college which can be downloaded by the prospective students. The applications for admissions are received online to save huge consumption of paper. As per the guidelines of the university, everything including administration and exam application are made online.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.54

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.38	.83	.45	.17	.32

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 27

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	6	5	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 27

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	6	5	5

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 60

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	11	14	10	5

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Maharani Lakshmi Bai College is regularly organizes the celebrations of various festivals to make students aware of our culture and rich cultural heritage. The festivals like Deepawali, Christmas, Id, Lohri, Makarskranti, Holy, Teej, Rakhi, Ramnawami etc are celebrated with overwhelming enthusiasm and

gaiety. The celebration keeps our tradition live.

In addition to it national days of importance and birth/death anniversaries of the great Indians are also celebrated to perpetuate their unique values and ideals of successful life.

On these occasions various competitions are organized to learn with fun and personality traits of great people. The easy writing, quizzes, debates, poster making, rangoli, slogan writing, painting etc all soft talents are put to test among the students.

The birth/death anniversaries of Maharani Lakshmi Bai, Mahatma Gandhi, Jawahar Lal Nehru, Subhash Chander Bose, Bhagat Singh etc are celebrated with knowledge and research methods.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions:

The institution maintains a complete workable transparency in all its affairs.

Financial: The financial matters are dealt with a transparent accounting system acceptable to all authorities including Income Tax, University, Government etc. The audit of accounts is conducted every financial year beginning from 1st April and ending on 31st March of following year. The income tax assessments are updated and no demand/issue is pending with Income Authorities.

Academic: The students and teachers are kept updated about the academic developments at college and university level. The internal assessment, attendance, lesson plans and other issues concerning them are brought to their notice through notice board, class announcements, SMS, phones etc. The internal assessment marks based on their performance and attendance are kept transparent, Any query, doubt, difficulty and other helps are provide to the students to keep their association with the institution like a family.

Administrative Transparency: The rules and regulations issued from time to time by the University, UGC and the Government substantially regulates the college administration.

We intend and ensure that students, teachers and other stakeholders are kept in the loop to take

administrative decisions in the best interest of the institution. All records are kept updated and regulations are implemented with time bound discipline.

Auxiliary: All other functions in the college are done with a reasonable degree of transparency. The decisions are taken jointly. The students and staff are consulted and sense of participative administration is developed in the campus.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Title of the Practice: Financial Assistance to the deserving students.

Objectives of the Practice: The small peasants depending upon the rains, labors and low-grade employees inhabit this area. Thus many meritorious girls are constraints to ignore the higher education due to financial disadvantage. Our endeavor is 'no girl should be deprived of higher education due to financial constraint.'

The domestic engineering: It is the distinctive feature of this college:

Objective: Training in Domestic Gadgets maintenance:

The students are imparted the basic knowledge of the domestic gadgets. A little fault in the mixer, grinder, fan, coolers and replacement of bulbs, dangerous exposure of electricity wires et al is sometime minor. These can be corrected with little knowledge of electricity. The students are given a basic training to properly handle and maintain these gadgets.

Social responsibility: The students are taught about their responsibility to the society. An attitude of honesty, discipline and dedication to the duty is inculcated among the students. The civic sense everywhere is needed. They must know the use of public facilities, helping hand to elders and differently abled et al are seeded in the them to live a dignified life in the society. The NCC Cadets and NSS Volunteers are setting examples to motivate other students to follow them.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Higher education for all girls in rural areas. The mission and vision of the college is focused at the *higher education for girls in rural areas* where they are deprived of this opportunity due to lack of such facility at their doorstep. The rural parents are orthodox, socially awful for girl safety, biased against girls and poor to afford the higher education for their daughters in the hostels.

To fill this void this college was established. The college is working successfully with distinctive performance of students in academics, sport and other activities. The number of students has gone up from 120 in 2012 to 600 in 2018. The students are performing in every field of education and extra curricular activities. They are being developed towards a career oriented citizen and a human with dignity and independence.

Forming girls who are:

Academically accomplished

Emotionally balanced

Morally upright

Socially responsible

Ecologically sensitive

Professionally dedicated

We can safely claim that our mission is successful and the college was established in the year 2011 when there was no college in the periphery of 25KM and most of the rural girls were stuck up to homes after schooling just waiting for marriage. They have no choice but to surrender to the choices of their parents. The establishment of the facility of higher education by MLB College has changed the attitude of parents and they started to incline towards higher education for their daughter too. The education scene in this scanty rain fed area has changed in favour of girls which is the testimony of our success in our mission.

5. CONCLUSION

Additional Information :

The MLB College is based in rural area and opened exclusively for girls. Our mission is to educate each girl with higher education. In view of agriculture a major profession students suffer many socio-economic constraints. They don't have priority for education in the family. They are not allowed to go colleges. They are target for 'matrimonial bonds' as early as possible. They are responsible for work at home and in the agriculture activities.

In view of these peculiar hardships for girls and also boys, the MLB College has arranged Distance Education Program offered by our affiliating Guru Jambheshwar University of Science & Technology, Hisar for male and female students.

Now, the MLB College has additional facility, as Distant Education Study Center of University where rural/urban girls and boys can pursue study in higher education through Distance Education programs in various courses, which include many job, oriented courses also. Such as BA, B. Com., PGDISM (Industrial Safety Management), PGDT Taxation, PGDCBM (Counselling & Behavior Modifications), PGDFM(Financial Management), PGDFM (Human Resource Management), PGDIB (Industrial Business),PGDPOM (Production & Operation Management), PGDMM (Marketing Management), PGDCA, M.Com.

The students who are not allowed or unable to pursue regular studies in the college are benefitted and 625 girls and boys enrolled under this program.

Concluding Remarks :

The idea of establishment of this college was conceived by the educationist and the person related to education and have zeal to work for the cause of education particularly girls. The well-structured management and strict adherence to hierarchy with decentralization of power and functional responsibility makes it an effective organizational identity. The trust takes care of the needs of the college to impart quality education addition in the facilities needed for quality education.

The MLB College is an institution heading towards its target of 'A College of Excellence.' In our endeavor to achieve this goal a set of action plan as mentioned above is being followed, upgraded, improved and adapted under fast changing scenario all around. The state of art the most modern infrastructural facilities and focused vision and mission will change education scenario in this region.

The regular classes and extra-curricular activities make it a vibrant institution for higher education.

In addition to normal activities in the college campus, a campaign for social awareness and movement against social evils make it an institution of holistic development for students with a 'social responsibility.'

The competent staff, discipline, safety and security of girls coupled with regular interaction with parents have generated an environment of effective utility of tenure of students in the college. A wide choice of courses and subjects available to students further add to their interest in studies and legion of other activities attracts them to learn and grow with smile.