Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MAHARANI LAKSHMI BAI COLLEGE**
Name of the head of the Institution	**Shamim Sharma**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01662-296070**
Mobile no.	**9416044471**
Registered Email	**principalmlbc11@gmail.com**
Alternate Email	**shamimpradhan@gmail.com**
Address	**Villaga Bhiwani Rohilla, Balsamand Road, Hisar**
City/Town	**Hisar (Rural)(146)**
State/UT	**Haryana**
Pincode	**125001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Ms. Jyoti Verma**
Phone no/Alternate Phone no.	**01662296070**
Mobile no.	**9253921013**
Registered Email	**jyoti325625@gmail.com**
Alternate Email	**mlbcollegehisar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mlbcollege.com

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mlbcollege.com/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B**	**2.30**	**2019**	**09-Sep-2019**	**08-Sep-2024**

6. Date of Establishment of IQAC

28-Jul-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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

[View Uploaded File]()

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
[View Uploaded File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View Uploaded File]()	

14. Whether AQAR was placed before statutory body ?	**No**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**29-Aug-2019**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**10-Feb-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The institution has a welldefined Management Information System. The information percolates from top to bottom and vice a versa. The Governing Body of the college is the apex body to take major decisions regarding policy matters, financial issues, infrastructural development, academic expansions and any other issues concerning the institution placed in the house for decision. All decisions, directions and guidelines percolate down to the lowest level through Principal. Management Information System have a set hierarchy like Governing Body through its Chairperson>Director >Principal>Various operational Committees>Administrative office>Teachers>Students and its reciprocal upward process reaches to the GB through Chairman in the same manner with filtered information concerning the authority responsible for the task. The information are communicated through Notice Board, Orders, Emails, Circulars, Social media, interoffice memos, and various meetings with Staff, Advisory Council, students, and parents. The MIS is supplemented by the feedback system at every level of hierarchy. In addition the MIS is further strengthened through College Website, Facebook, SMS, WhatsApp, Emails to the concerned. The students and staff are also used as information career and communicator. The external communication is dealt with Emails, Online process and through**

other medias of paperless/soft communications viz Higher education Department, Govt, University, UGC, HRD, NAAC, Banks and other statutory and private bodies are communicated with Online System through internet. The MIS works 360degree upward, downward, horizontal and vertical channels of communication. The unauthorized pilferage of information and data are prevented through filters, which ensures right information to right person at the right time.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum delivery is the basic objective of the institution, therefore, utmost care is taken to make it effective and result oriented. The mechanism of curriculum and documentation is as under: 1.The circulation of curriculum of each subject to the concerned student and teacher. Document-1 2.An interactive session between teacher and students to understand the curriculum and clarification of any issue for students.D-2 3. Placement of subjects in the timetable for regular classes. D-3 4. Periodical class tests, interactive sessions and discussion to assess the comprehension among the students. Internal assessment is also determined in this manner. D-4 (detail of internal exams and class tests) 5. The curriculum is fully covered in the class along with complete understanding among the students , theory, practicals, field work, lab sessions, project work etc are undertaken before the final semester-wise examinations conducted by the University. D-5 (In this document teachers confirm that syllabus is completed to the satisfaction of the students.) 6. The Course Outcome is appraised as per the predetermined parameters. D-6 7. The final results are declared by the University and followed by an appraisal session between teachers the concerned students to assess the performance. The process of revaluation, rechecking of papers etc is done as per the discussion. As University on Semester System governs the academics, the above process is followed twice in an academic year for each subject. Finally Outcome: It is ensured that each student goes to the final examinations with full preparation of curriculum and be able to perform to the best of his abilities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.		
Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	**0**	**0**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
[View Uploaded File](#)		

1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
[View Uploaded File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The institution recognises the importance of feedback from all concerned and particularly teachers, students and alumni. The channels of communication are embedded with a feedback system in two forms. One through suggestion box useful for students. Two, formal and informal feedback to the immediate higher authority by any of the stakeholders. A written feedback is sought from all concerned. A separate box for feedback is provided in the lobby where anyone can drop in the suggestions and views regarding any issue for the development and improvement in the quality of education. The box remains locked and periodically opened by the Principal of the college to collect the feedback. Then each paper is properly recorded, perused and main points are noted for further discussion and implementation at the right forum. An issue based formal and informal feedback is consistently obtained from all stakeholders through meetings, oral or written communication and particularly from teachers on day to day basis to improve the functional part of the institution. The feedback is properly perused and structured to enumerate the beneficial points. The proper implementation is ensued through appraisal and physical implementation of the accepted suggestions/views. The concerned head of the committee submits a

report regarding implementation and outcome of the implemented suggestion.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	**473**	**39**	**16**	**4**	**4**

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

There is a well coordinated system of Student Monitoring System in the Institution: The institution has synchronised students mentoring system at all levels i.e. undergraduate and postgraduate level. The girl-students belong to rural areas thus individual attention is being given to each student. Class and Section-wise Faculty Members entrusted with the responsibility support the students in every possible manner beginning from academics to personal issues affecting their education and career. Students are divided into groups and each group is allocated with a separate faculty member as Tutor to look into the students grievances. The student are free to seek advice from their respective Tutors, teachers and even in special cases direct from the Principal. They have an congenial environment to exchange views, queries, academic and personal bottlenecks etc. Orientation programmes and regular workshops are also conducted in order to sensitise the students about the various aspects of the Institution. In addition, the tutorial system where faculty members interact with a small group of students (normally 10-20 students per group) ensures one-to-one academic interaction and informal mentoring as well. On the ground the flow of communication both formal and informal is free from fear, reservation or hesitation from top to bottom and vice-versa which facilitates the comfortable for all environment and particularly monitoring by the head.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
512	**24**	**1:21**

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
4	4	0	4	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College follows a systematic approach on Continuous Internal Evaluation with students being evaluated at two levels: classroom teaching and Tutorial. Multiple evaluation formats such as written tests, presentations, group discussions etc. are employed by faculty members at periodic intervals to help test the learning of the students in a comprehensive manner. Faculty members hold regular discussions on performance with students to help them improve their gap areas. The overall internal evaluation framework is also studied and considered by various committees of the College to further improve the effectiveness of the internal evaluation system. One to one feed back is given to students on their performance and points of improvements and areas of interest are addressed for perfection.

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

Ours is an affiliated college of the University of GJUS T Hisar, the College follows the academic calendar as prepared by the University. The academic calendar schedules the commencement and the closure of the semesters as well the conduct of examination. The examination schedule is also prepared at University Level which is followed by the College. Within the University documented academic calendar, the College also schedules its internal assessment week to adhere to the overall assessment requirements of the University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.mlbcollege.com/programm-outcomes-all-programms/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!				
View Uploaded File					

2.7 – Student Satisfaction Survey

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

https://www.mlbcollege.com/student-satisfaction-survey/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View Uploaded File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	Commerce	02/03/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View Uploaded File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View Uploaded File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
11000	21000	51000

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Jan Nayak Chaudhary Devi Lal Vidyapeeth, Sirsa	20/08/2020	Researchers, Faculty and student exchange	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9	8.56

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

| KOHA | Partially | 18.11 | 2019 |

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

[View File]

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	1	2	2	0	0	1	5	0
Added	0	0	0	0	0	0	0	0	0
Total	20	1	2	2	0	0	1	5	0

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

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Computers, Speakers, Camera, Mobile phones, Recording Software	1.http://m.youtube.com/channel/UCO7-cQG7nYbOpurXiA7HyFg 2. http://youtu.be/IZO706zmW2s 3. http://youtu.be/X1FN4xNLQr4 4. http://youtu.be/Qrhu4jA6QgQ

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4	3.65	2	1.52

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedure and Policies for maintaining and utilizing physical, academic and support facilities:- Maintenance: The physical facilities of laboratories, library, classrooms, staff room, seminar hall, multipurpose hall, drinking water and sanitation, administration block, cafeteria etc are covered under Building Maintenance. Policy: The maintenance is done in two ways:- 1. In-house maintenance: An in-house team of maintenance comprises a plumber, an electrician and general maintenance person headed by a Teacher In-charge. 2. A complaint register is maintained to get the information about any problem concerning the maintenance of any physical facility. The teacher in-charge checks the register on daily basis in the morning and complaints are conveyed to the in-house team members to fix the problem. 3. In house team members take necessary action to fix the problem and report back to the in-charge who in turn make a not in the register if satisfied. 4. In case the issue is beyond the control of in house team then outside help is taken and the problem get fixed under intimation to the Principal. 5. In case some material required to be procured from the market, the same is purchased after the sanction by the Principal. Utilization of facilities: The utilization is one of the most focused area of supervision and action. The tutors supervising a particular class takes care of students to guide and direct them to utilize their time and facilities for their academic and personality development. 1. It is ensured that regular classes as per the time table are held and attended by the students. 2. The laboratories are used to maximum possible time to learn and prepare for practicals. 3. The students in their vacant periods directed and motivated to join the reading room of library for their curriculum and other books in general for their knowledge and updating. 4. It is ensured that cafeteria is optimally used by the students and teachers and not for wasting time in gossiping. 5. The computer lab has Internet facility also. The students are prompted to use their time to surf for extra knowledge and learning. 6. The sports activities are regularly undertaken. 7. The NSS volunteers and NCC Cadets take their regular program as per the schedule. 8. The main areas of campus is under scanner of CCTV and continuously monitored by the Principal. 9. The extra curricular activities viz celebrations of important days, talent search function, preparation for youth festivals go regularly with the academia. 10. The regular feedback is taken from teachers and students to improve the functional aspects of the college hours.

http://www.mlbcollege.com

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of

scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed

<table>
<tr><td colspan="5" align="center">No Data Entered/Not Applicable !!!</td></tr>
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college organises students union elections as and when university decides. Last Students' Union elections were held on October 17, 2018 and a duly elected Students' Union was constituted. At present college does not have any student council as there were no elections in the year 2019. As the students are actively involved in various wings, units, societies, associations, and clubs of the college like NCC, NSS, Red Cross, Cultural Society, Women's cell, Eco Club, History association, Drama Club, Placement cell and many others. Each society has a student council of its own. These students take active part in every activity of the college. They have regular meetings with the in-charge of their wings, units, societies, associations, and clubs to discuss issues related to students and give suggestions for the smooth functioning of the college. They are always ready to help the administration in organising functions of the college as well as their society. They are maintaining Graffiti Wall, News update, word of the day and Wall magazine regularly.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Maharani Lakshmi Bai College has always promoted inclusive and participative management and decentralisation of authority aimed at healthy and constructive growth of the College by involving the interests of all concerned stakeholders. Though MLBC has generally adopted a decentralised and participative mode of management, nevertheless, the following two practices of decentralisation and participative management adopted in academic year 2019-20 can be detailed: 1. Creation of a systematic process for value-added/add-on courses: A formal process was established for the introduction . First, a separate value-added course committee was established by the Principal on the recommendation of the IQAC to assess the needs of students, evaluate the available choices and implement the course after considering their value to the students. To make the process inclusive to the end stakeholder, thereafter, surveys were conducted for students to rate their preferences for various courses. The committee analysed the survey results, and recommended introduction of the most preferred course. 2. Decentralisation of Power to Green Campus Committee to shortlist the task, make team of students, perform the assignment and spend upto Rs. 5000/- a month. The Green Campus Committee is responsible not only to maintain the greenery in the campus but to select innovative ideas to enhance the clean and green environment with the active participation of the students.

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

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Curriculum Development:The curriculum is the prerogative of the affiliating University. However, the Institution has continuous process of collecting view of students and teachers to elucidate the necessary improvements in the curriculum. The students are offered assorted combinations of subjects and are helped in making their choices as per their interest and capability. However, it is decided and updated by the University. Further, the strategies also aim to harness the applied expertise of industry experts and management personnel in enhancement and delivery of the curriculum. Teaching and Learning: At MLB College, the focus is to develop pedagogical process to be more engaging, goal oriented. The teachers are updated with the latest developments in teaching methodologies. Accordingly, as a part of the quality improvement strategy for the same, faculty members are given freedom to adopt and innovate teaching methodologies suitable for their respective subjects. The teachers further improve the quality of teaching by use of Information and Communication Technology, group discussions, industrial and institutional visits, interaction with students. To enhance the multi-dimensionality of the discipline, eminent personalities from academics, corporate sector and government are invited for guest lectures and speaker sessions. Also, since training and development play a significant role in improving the quality of teaching and learning, the IQAC conducts workshops and symposia on a regular basis. The College further encourages the faculty to attend Seminars, Conferences, refresher and orientation courses, faculty development programs and workshops to enhance their knowledge and skill set. The teaching and learning is a continuous process, the quality

improvement strategies focus on making the learning process more wholesome and holistic to the development of student personality, with proportionate emphasis given to both curricular and extra-curricular aspects. The College promotes extra-curricular involvement amongst students by providing them the freedom to choose from a wide range of student societies. The balance between the curricular and extra-curricular activities facilitates an all round learning process that equilibrates between theory, application and real world skills such as time and team management. Examination and Evaluation: While the affiliating University, Guru Jambheshwar University of Science Technology, Hisar, governs the examination and evaluation structure the College attempts to improve the effectiveness of the internal assessment system. The quality improvement strategies focus on maintaining a proper assessment procedure that is able to precisely evaluate the knowledge and understanding of the student while achieving the desired goals of interaction, learning and transparency. The strategies also focus on making the examination process more representative of the subject matter and gist of the topic while doing evaluation. Faculty members are encouraged to assess students through multiple evaluation methods such as presentations, written examination, Unit Test, Class tests, Surprise tests and group discussions. Research and Development: The quality improvement strategies emphasize the role of research and faculty development in the Institution. These strategies focus on encouraging and promoting high quality research in the Institution. The quality improvement strategies also strive to promote research through a system of rewards and recognition. The College has a scheme named Academic Excellence Award to promote research amongst faculty, non-teaching staff and students. The College has also enacted a Faculty reward Scheme where faculty members are provided incentives for publication of research papers in journals. Further, keeping in mind the need for research and development, the strategy also aims

at providing the requisite infrastructure and academic resources to members of both teaching and non-teaching staff. For the same, the College has subscribed to important and relevant journals and magazines. In addition the researchers are provided with library, Internet and other required facilities. In addition to these in-house facilities, the College is also linked to the Guru Jambheashwar University of Science Technology Library System, Shodhganga and SHODH SINDHU, INFLIBNET Center, UGC which further broaden the knowledge and research resources available to faculty. In consonance with its emphasis on promotion of research culture, the College as through its IQAC strives to organize faculty development programs (FDP) and workshops focusing on the development of research competencies and widening the research abilities of the faculty. Library, ICT and Physical Infrastructure/Instrumentation: The quality improvement strategies for Library aim at constant improvement and development of library services through updating technology and employment of latest systems in library. The quality improvement strategies also focus on inclusion of differently-abled students for whom a unique Resource center has been set up to easily access books and other reading material. Similarly, the quality improvement strategies for physical and ICT infrastructure focus on their regular maintenance and timely up gradation while ensuring its utility in the education process. As an outcome, the College completely overhauled its Wi-Fi system to provide 24/7 accesses to students, faculty members and non-teaching staff. Also, as extension of the strategy, two classroom of the College is projector enabled. Human Resource Management: The human resource is prime in the success of any institution. The aim of the human resource management in the College focuses on attracting the talent, training and development, motivation and retention of human resources. The intention of the institution is to maximize the potential of each individual in their respective fields to the benefit of the

students and society. This entails assessing the human resource requirements and understanding the inherent diversity of such needs. The MLBC has a well-defined policy to manage human resource. It begins with identification of position with required qualifications and experience, search and shortlisting, interview, test and preparation of merit list, issue of appointment letter, joining, training and placement. The focus remains on the recruitment of the right person for the right job. Industry Interaction/Collaboration: The MLBC is a traditional college for imparting education up to pre and postgraduate level. The main streams are Arts, Science and Commerce. These subjects need a little interaction with Industrial Sectors. However, in Commerce streams we arrange Industrial visit of the students. The subject-wise outdoors are arranged viz workshops on History, Geography, Public Administration etc. The MLB College, the strategies focus on strengthening industry interaction and collaborations for commerce students. Further, the strategies also aim to harness the applied expertise of industry experts and management personnel in enhancement and delivery of the curriculum. The subject-wise quizzes are frequently arranged to update the teachers and students with latest developments in the particular subject. Admission of Students: The focus here is on making the admission process smooth, informative, transparent and convenient. In this spirit, admission related queries are also answered through phone calls Whatsap and emails. Admission Help-desks are set-up to facilitate prospective candidates. Contact details of nodal officers are displayed on institutional website and in the campus snd sldo dent to University and Government. Further, candidates are given specific time slots for formalizing admission to avoid excessive rush at the last minute and to ensure that the admission process is organized in a smooth and systematic manner. The quality strategies also aim at innovations in the admission process. This year, a committee of teacher is formed to focus

on the counseling of the students and parents to guide them in choosing subject combinations and adaptation of students' interest and aptitude. The Curriculum Development: The curriculum is the prerogative of the affiliating University. However, the Institution has continuous process of collecting view of students and teachers to elucidate the necessary improvements in the curriculum. The students are offered assorted combinations of subjects and are helped in making their choices as per their interest and capability. However, it is decided and updated by the University. Further, the strategies also aim to harness the applied expertise of industry experts and management personnel in enhancement and delivery of the curriculum.

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

E-governace area	Details
Student Admission and Support	Planning and Development: The college is gradually progressing towards the digitalization of the whole process. Now the fee received in cash is counted with the help of Currency counter. Timetable and academic calendar is planned and uploaded on the website. Library has implemented an Integrated Library Management System (ILMS) through KOHA software. All communication, office orders, notices are send through email or WhatsApp. Online education environment for the students, faculty and staffs. Administration : Biometrics Attendance of the staff has been implemented for maintaining the regularity and punctuality of the staff. Internal assessment of the students is uploaded and available on the website. The college is submitting Registration Returns, Examination Application forms and Fee, Reevaluation Forms and Fee, Internal Assessments/Practical Awards through online mode. National and international webinars were conducted during lockdown period. Finance and Accounts: The students deposit their fee online. The statutory dues are paid online in timely manner. The payments are made electronically. Salary and Provident Fund of staff are also paid electronically. All transactions are disbursed through e-mode. Student Admission and Support: The students'

admissions have been made online and the merit list for admissions can be seen on the portal. The fees of the students whose names figure in the merit list is deposited only through e-challan. Scholarship forms of SC/BC students are also filled online. Access to e-books in the computer lab. Facility of wi-fi is available for students. Examination: Examination forms are filled online and their admit card is generated online.The students' roll no remains the same throughout the complete tenure of their course. Internal assessment of the students are available on the website. College has a fully computerised admission management system.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	4	0	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• The college has a quota for admission of eligible wards of employees. • Fee concession for staff children. • Transport facility • A well maintained pantry for teachers is successfully running . • The college provides the facility of Wi-Fi to the staff • The college has conducted Health awareness camps, Blood donation camp and Eye check -up camp for the teaching, non-teaching staff and Students.	• The college has a quota for admission of eligible wards of employees. • Fee concession for staff children. • Transport facility • A well maintained pantry for teachers is successfully running . • The college provides the facility of Wi-Fi to the staff • The college has conducted Health awareness camps, Blood donation camp and Eye check -up camp for the teaching, non-teaching staff and Students.	• Remedial coaching classes, career counselling, and spoken English classes are organized from time to time. • The college has a fee concession committee that recommends and ensures timely implementation of fee concession scheme to the deserving candidates. A well -defined procedure is followed to scrutinize and select the deserving candidates. • The provision of scholarships for meritorious students is also there. • Text books issued to the deserving students from the book bank section of the college library for the whole semester. • The college assist the students in getting bus concession passes. • The college provides photocopying facility at subsidized rates. • Kits, uniforms, and refreshment are provided to NCC, NSS volunteers and students in Sports participating in competitions and events at various institutes and levels. • The college has conducted Health awareness camps, Blood donation camp and Eye check -up camp for the teaching, non-teaching staff and Students.

6.4 – Financial Management and Resource Mobilization

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

Yes the institution conducts strict internal and external audit of the financial activities. The internal audit is conducted by the team headed by Bursar on weekly basis regularly. The external auditors checks each and every voucher and entry in the account books. The audited accounts are prepared and presented by the designated team of Auditors alongwith Audit Report to the President Governing and Chairperson the Trust Pradhan Foundation. These are duly discussed, adopted and accepted in the Managing Committee.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)		
Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated
4000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GJUST, Hisar (Affiliating University)	Yes	IQAC
Administrative	Yes	GJUST, Hisar (Affiliating University)	Yes	Director

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

The following social comaigns were undertaken by the studetns where the parens and villagers supported them: 1. Swachh Bharat Abhiyan 2. Anti-drug campaign 3. Say No to Plastic

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

The College proactively promotes the growth and development of its support staff. A few schemes established in the College for the development of support staff are: 1. Centre for Academic Excellence: Under this scheme, members of support staff are encouraged and given financial incentives for attending and presenting research papers in national and international workshops, seminars, conferences and symposiums. 2. Centre for Professional Development: The College has a dedicated centre named Centre for Professional Development that undertakes regular programmes to enhance the job skills, efficiency and productivity of the support staff. 3. Institutional Support for further academic education and training: The College actively encourages its support staff to pursue higher education in the form of leave and academic support. Further, from time to time, the College also sends its support staff for external training.

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

1. Addition of New Course M. Sc.in Mathematics 2. Commencement of NCC Air Wing 3. Installation of huge Statue of Maharani Lakshmi Bai who represents the valour for women empowerment.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year					
Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1. Educate Girls Save Girls	01/11/2019	07/11/2019	40	0
2. YouMe Together	15/08/2019	22/08/2019	40	0
3. Unshackle financial slavery	21/07/2019	28/07/2019	40	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The major portion electricity power is saved through the building design. All rooms are ventilated and airy. No electrical light source is used during the day. Natural sunlight is enough. Only fans and electrical equipments consume little power during college hours. The energy saving equipments with 5Star ratings are installed. LED lights are used to save energy during night illumination. 80 of the energy comes from renewable energy source as natural light.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

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

Title	Date of publication	Follow up(max 100 words)

Handbook of Human Values and Professional Ethics CodeEthics	20/05/2019	Institutional View: The college organised several programs related to Human Values to enhance the human values in the character of the students. It is hoped that because of this effort made by the Institution towards Human Values we ensure that the students are made aware of the problems and their possible solutions through self-exploration. Also we ensure that the students internalize the fact that they have to respond to situations instead of reacting. At the same time, the Institution facilitate the students to identify their responsibilities towards society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
[View File](#)			

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

? Tree plantation by Staff, NSS Volunteers and NCC Cadets ? Adoption of plants by students ? Cage for waste plastic bottles ? Use of LED bulbs ? Prepared vermicompost from dry leaves and dry kitchen waste ? Prepared BIO-Enzyme from citrus fruits peel and jaggery for cleaning ? Plastic free zone campaign

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1. To empower rural girls and women with higher education. Best Practice 2. To make Eco friendly campus and motivate people for green living

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.mlbcollege.com/best-practices-of-maharani-lakshmi-bai-college/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Maharani Lakshmi Bai College was established in 2011 with the aim to empower rural women with quality higher education. The main thrust is on overall development of rural girls and women. Towards this end, various committees in the college initiated programs to instill innovation and progressiveness among the students. Inspiring and confidence building among girls is extremely

important as the first step towards transforming their lives. Events at Maharani Lakshmi Bai College are also aimed at nurturing socially responsible women. NCC cadets organized a Traffic Awareness Program and Swachh Bharat Pakhwada through rallies and Street Plays. NSS organized a cleanliness drive and a Campaign for Better Sanitation Practices. A Grain Donation Drive by the staff was held in April 2020. Blood donation camps were organized by NSS volunteers and NCC cadets. Tree Plantation drives were organized in the college campus by ECO Club, NCC and NSS volunteers. NSS volunteers initiated a short term venture of making cloth bags and distributed among villagers under 'Say No to Plastic'. The cloth bags made by them were distributed free of cost in Bhiwani Rohilla village.

Provide the weblink of the institution
http://www.mlbcollege.com

8.Future Plans of Actions for Next Academic Year

Plan 2020-21 1.The introduction of New Courses: M. Sc in Mathematics will be done effectively. This is Job-Oriented Course and rural students of this area will be benefitted. The implementation plan will be as under: >Introduction to former, present and future students about the course and its utility. >Admission process is to added in the existing system. The University is same therefore the institute need not to have a distinctive plan of action. It will be absorbed in the existing system as per the University and Government scheme. >Recruitment of competent teachers for the successful completion of curriculum. >Arrangement of required infrastructure. Due to Covid-19 precautions the process is delayed to some extent. 2. Introduction of NCC Air-wing: This session have achieved another Milestone as permission of establishment of One Unit of NCC Air-wing is sanctioned by the NCC Headquater. The plan of action is finalised to effectively implement this job oriented course for the rural students. It will be achieved by: >Appointment of ANO incharge to bear the responsibility. > Enrolment of the students. >Arrangement of required infrastructure in consultation with NCC Authorities. >Finally the commencement of NCC Air Wing Activities 3. The Plan to fight the menace of COVID-19 and continue the academic activities to the best possible extent. a. The communication of curriculum among the students through social-media and other practicable source of communication. b. The preparation of note for students by the teachers and communicate to them in simple to understand form. C. Teacher to remain in regular touch with students to complete the course syllabus.