



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	TIKA RAM GIRLS COLLEGE
Name of the head of the Institution	Dr Monika Verma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01302242059
Mobile no.	9468100659
Registered Email	principal.trgc@gmail.com
Alternate Email	iqactrgc2@gmail.com
Address	Mission. road Near Gur mandi, sonapat
City/Town	SONEPAT
State/UT	Haryana
Pincode	131001

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr Santosh Rathee
Phone no/Alternate Phone no.	09354821247
Mobile no.	9354821247
Registered Email	ratheesantosh86@gmail.com
Alternate Email	iqactrgc2@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://trgc.edu.in/aqar.asp
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://trgc.edu.in/AcademicCalendar.asp

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	6.7	2003	21-Mar-2003	21-Mar-2008

6. Date of Establishment of IQAC	09-Jan-2017
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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!!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

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

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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!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
MANAGEMENT	16-Jul-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	29-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Admissions are done online candidates are selected as per DGHE Norms. The selection of the students is done on merit basis. The information related to students is displayed on notice board. All the relevant information is sent online to the university. Internal Assessment, Practical marks are uploaded with the help of portal which is provided by MDU Rohtak. Examination related students' data is uploaded at the portal. Online results are provided by university on portal. Data related to students is maintained internally by the college. A proper system of fees collection is also there in the college. Communication to parents is done through text messages and voice calls. The system helps students to get immediate information about the events and functions of the college. During the session, various inter house competitions, events and workshops etc are organized by different department. Information regarding college is displayed on the college website. Pictures and News are uploaded on the college website after the completion of function of an event. The institution has been making consistent efforts to leverage the potential of information technology in reengineering the various processes related to both academic and administrative fields. The administrative office has put in use various IT resources in students' admission, attendance, internal assessment and examination etc. The college has been making consistent efforts to improve upon IT infrastructure and facilities as per</p>

the requirement. All computer labs have been upgraded with latest hardware and software facilities. The administrative office has been provided improved hardware and software supports

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 institute is affiliated to M.D.University, so Curriculum of all UG and PG Courses is designed and prescribed by the university. At the beginning of semester an academic calendar is prepared. Faculty members prepare lesson plans as per the syllabus allocated to them in the time table and the lesson plan is communicated to the students. The faculty discuss curriculum beyond the syllabus as appropriate during the regular class hours. Classes are conducted according to the time table. Assignments and surprise tests are given to the students and the answers are discussed by the teachers in class room. Internal Assessment is given on the basis of class test and attendance. Practical are conducted by internal and external examiners. Practical files are maintained accordingly. Students are sensitized about issues like human value, ethics, environment, games and gender. Sports facilities are provided to the students for their development. The college information, visions & mission of the college is uploaded on the college website. The college runs total 7 undergraduate programmes and 12 postgraduate programmes in English, Hindi, Economics, Pol.Sc, Geography, History, Psychology Mathematics, Physics, Chemistry, Computer Science, and Commerce. A total of 3 certificate courses are being run in the college. The HOD of each department guides the faculty members for preparing lesson plans. Lesson plans for each course clearly divide the entire course into short cycle units to inform & motivate the students. Programme outcomes & course outcome which can be accessed through the website; help the students to gain knowledge, skill and values. The internal evaluation system of the institute is very strong. Guest lectures are also arranged to relate the syllabi with real life like situation and to make it quite interesting. In this way, the college has mechanism for well-planned curriculum delivery. The lesson plans are uploaded on college website to make students familiar with them. Surprise tests, assignments & class tests help in evaluating learning level of students & accordingly remedial action are taken through mentoring and other academic counseling mechanism so that the students can perform well in examinations. Feedback of the students is also taken into consideration and required changes are adopted from time to time. Sports facility is also provided to the students for their all round development.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Stitching	Nil	17/07/2017	90	Both	Soft Skill
Fashion Designing	Nil	17/07/2017	90	Both	Soft Skill
Beauty Wellness	Nil	17/07/2017	90	Both	Soft Skill

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 !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Hindi	01/07/2017
MA	English	01/07/2017
MA	Political Science	01/07/2017
MA	Economics	01/07/2017
MA	Psychology	01/07/2017
MA	History	01/07/2017
MA	Geography	01/07/2017
MSc	Physics	01/07/2017
MSc	Chemistry	01/07/2017
MSc	Maths	01/07/2017
MSc	Computer science	01/07/2017
MCom	Commerce	01/07/2017
BA	Arts	01/07/2017
BA	English Hons.	01/07/2017
BCom	Commerce	01/07/2017
BCom	Bcom Hons.	01/07/2017
BSc	Science	01/07/2017
BCA	Computer	01/07/2017
BPed	Physical Education	01/07/2017

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

	Certificate	Diploma Course
Number of Students	23	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 !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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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 college has initiated a system of collecting feedback from students, teachers, parents, alumni and stakeholders on curriculum through feedback Performa. It results in the development of relevant programme with flexibility, to suit the professional and personal needs of the students and realization of core values. The feedback forms of the students are designed with the help of IQAC, Concerned teacher and students keeping in mind various Maharishi Dayanand University affiliated program and certificate courses being run by the college and the pedagogical methods being adopted by the college. The question is related to completion of syllabus, the mode of teaching and internal evaluation system of the college. The Performa is distributed through random selection of students. The students are given a time frame in which they have to fill the Performa. The feedback thus obtained is analyzed by the various faculty members and communicated to the principal. Student's feedback is taken from them after the completion of the syllabus usually at the end of each semester. This is to facilitate their understanding of the course content and short comings, if any. By and large the parents of students are not aware about the syllabus. So a parent's teacher meeting is held and they are sensitized about the syllabus, their suggestions are asked regarding curriculum implementation. Parents of students belong to different sections of the society, so we take offline feedback from them. Alumni: The college has taken an initiative to establish an alumni association. Alumni feedback is analyzed by Alumni Association. The Association was constituted to fulfill the objectives like strengthen the relationship among the teachers and Alumni of the college. The Principal and the staff members assure the possible help to sort out the problems of the alumni of the college and it leads to organize alumni association meetings from time to time. The suggestions of stakeholders are presented in the Governing Body meeting as action plan for curriculum enrichment. When it is approved by the Governing Body, due steps are taken by the IQAC in the next session.

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
2017	1191	662	12	10	32

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	Number of smart classrooms	E-resources and techniques used
54	44	25	25	5	7
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)

The Institution has mentoring system in which the teachers act as the mentors. At the commencement of the session every teacher is assigned a group of students and throughout the academic year they mentor the students. Timing is fixed for the meeting during which the mentors guide the students'. The students feel comfortable and it becomes easy for them to adjust in the college. As most of the students coming to the college belong to rural background, the regular interaction between mentors and mentees makes it easy for the students to adjust in the new environment. The detail of their address and contact no. is recorded to ensure communication with them and their parents. Any problem or disturbance that is faced by the students at home or college is considered and taken care of. The mentors also ensure that their mentees attend the classes regularly and if needed it is discussed with their parents also. The mentors give emotional support to students to achieve the goal of their life. Mentor acts as a friend and a guide to support and encourage the student in her personal and professional growth. For effective students mentoring diagnostic assessment, formative assessment, a summative assessment are done in the college. The identification and assessment of learning levels of the students start with the department wise induction programmes arranged in the beginning of the session where during interaction, the teachers get a basic idea of students' strengths and weaknesses, socio economic status, interests and aptitudes. The assessment is further reinforced by mentors during their interaction with the mentees. The name of the mentor and the roll no. of the mentees are displayed in the notice board. Mentees are asking to share their problems related to their classes, teaching learning process, college administration etc. Mentor guides and motivates the students to focus on the studies and also to participate in curricular and co-curricular activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1853	54	1 : 34

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
57	54	3	3	8

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,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		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 institutions has a transparent system of Continuous Internal Evaluation . Various reforms are implemented for CIE. Throughout the year CIE is carried out through group discussion, class tests, quiz, assignments, and surprise test. There is provision of 20 of total marks as internal assessment on the basis of the performance of the students in each semester. The students have to submit hand written assignments consisting a weightage of ten marks, five marks are for their attendance and rest of the five marks are for class tests. If any students fail to submit the assessment and testes due to involvement in NSS, Sports and other activities, a special chance is also given to the students which are also notified in due course of time. Remedial classes are conducted for slow learners.. The college adheres to the syllabus prescribed by the university as it is affiliated to MDU Rohtak .Evaluation is done in both theory and practical examination. The students are provided feedback of their performance. Parents are informed about the progress of the students through the parents teacher meet. In the college mentor- mentees concept is also there in which a mentor is provided to small group a students and meet them in the classes.

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

As the college is affiliated to Maharishi Dayanand University Rohtak, we strictly adhere to the university norms. The college carries out effective planning to stick to the academic calendar provided by university. IQAC prepares academic calendar pertaining to conduct of examinations and other activities. The college conducts assessment of the students in three different components, theory, assignments. The participation of students in extracurricular activities is ensured. Lesson plan is prepared at the beginning of the session and it is displayed on the notice board. It helps the students to track the topic being covered. The students have time well enough to prepare for the examinations .Besides routine class tests surprise tests are also conducted by the concerned teacher to gauge the comprehension level of the students. Students, who remain absent in the class, are counseled by the teachers and mentor, and if necessary, parents are also informed. This practice improves student concentration and learning level in the studies. Students' grievances are taken care of and redressed in a timely manner. The award list is submitted to office as per the notice and requirement. Seminar, Guest Lectures, Training programme, Industrial Visits, Literary activates are conducted as per academic calendar. Workshop for supporting staff is also conducted. Activities of different cells and clubs are organized as per academic 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 in website of the institution (to provide the weblink)

<http://trgc.edu.in/ContactUs.aspx>

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 !!!					
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2.7 – Student Satisfaction Survey

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

trgc.edu.in

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 !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	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 !!!			
View Uploaded File			

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
Attended/Seminars/Workshops	0	0	0	1
Presented papers	3	49	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

No Data Entered/Not Applicable !!!

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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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 activities	Number of students participated in such activities
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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
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No Data Entered/Not Applicable !!!

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

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

[View File](#)

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
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6450000	6445789

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Tech. Lib 7	Partially	7	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10024	2748967	0	0	10024	2748967
Reference Books	0	0	21	5850	21	5850
Others(s pecify)	0	0	27	23574	27	23574
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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 Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	Computers	Lab		Centers	Centers		Internet	Bandwidth (MBPS/GBPS)	
Existing	101	3	10	0	0	12	5	200	5
Added	0	0	0	0	0	0	0	0	0
Total	101	3	10	0	0	12	5	200	5

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

200 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
NIL	Nil

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 incurred on maintenance of physical facilities
3050000	3063366	2150000	2130242

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)

There are predefined policies and procedure for utilization and maintenance of academic, physical and other support facilities. Different committees are formed in the college. The principal along with HODs and conveners of various cells keep an eye on the quality and requirement of various equipments and infrastructure of the institution. Meetings are also held along with the principal. There are various committees like construction committee, purchase committee, infrastructure committee, which take care of all the infrastructure of college. Lab attendant takes care of lab equipment. For the infrastructural development the principal holds the meeting of advisory committee and after due discussion with senior staff members, the required list of infrastructural facilities is duly prepared. The proposal is presented before the Governing Body for approval. After the approval, purchase committee along with construction and repair committee facilitate further action as per the policies of the institutions. The college maintains its facilities like computer labs, gymnasium, library, generator, RO, canteen etc on regular basis. The college utilizes its premises at an optimum level. The auditorium is used for cultural and extra co-curricular activities. Computer labs are equipped with internet facility. The college has a sports complex also which is maintained properly. Equipments related to sports are taken care of by a peon. Each lab attendant takes care of laboratory equipments and moisture. The assets are maintained in the stock register. Naphthalene balls are used to keep away the worms in library. Power back up is maintained through generator and inverter. IQAC carries out the annual internal audit. Antivirus software is installed in systems. Cleaning and dusting of classrooms is done properly by class IV employees. Library is connected with software TECH Lib 7. The proper account of visitors is maintained on daily basis in library. All software labs are updated. Students are encouraged to participate in various sports and cultural activities at college, state, national and international level. To check the

quality of food hostel committee is also appointed.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship for meritorious ,sports persons cultural and economically backward students	66	201725
Financial Support from Other Sources			
a) National	Post Metric scholarship Scheme	141	2103215
b)International	NILL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring of Students	17/07/2017	134	Tika Ram Girls College, Sonapat
Meditation	09/10/2017	84	Tika Ram Girls College, Sonapat
Personal Counseling of students by different cell	17/07/2017	582	Tika Ram Girls College, Sonapat
Yoga Session	08/08/2017	58	Tika Ram Girls College, Sonepatt
ORIENTATION PRO FOR 1 ST YEAR	17/07/2017	346	Tika Ram Girls College, Sonapat
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Career Counseling by placement cell	50	50	12	27
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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
9	9	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	0	0	00	0	0
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department 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 !!!		
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

Alumni is the strongest support system of our HEI and they come forward in all possible ways to take HEI to the pinnacle of glory. Nobody is concerned about an institution more than its alumni. The college has alumni association though it is not registered. A formal alumni meet is organized every year in which there is informative discussion with students and faculty. All the office

bearers interact with alumni and solicit their support to various ventures of the college. It helps to develop ourselves among old students morally, academically, and mentally, contribute positively among surrounding society. This initiative and practice has developed special bonding between alumni and our current students. Annual reunions since its inception for its members has provided platform for interaction and socializing. Such events not only act as bridge between college life and professional life but also ensure a close rapport with academicians and professionals. The alumnus has an informative discussion with the students and the faculty. Awesome performances by the students, spectacular dance medley in the institution and charming speeches, memories and exchange of ideas by the alumni made the event a big success. All the alumni promised to stay in touch with the institute and new students. They also promised to make contact with the former students of the institute and grow the no. of alumni.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

30

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

3600

5.4.4 – Meetings/activities organized by Alumni Association :

We have an alumni association. Alumni are invited to share their experiences they are also honored on special occasion. Feedback is also taken for further improvement. Alumni meeting are conducted once in a year.

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)

The vision of the institute is to focus on decentralization and participative Management so that it can become a benchmark in education through innovation and excellence. The Management conducts meeting with the Principal. Regular meetings of committee are held with the staff representative to know their problems and suggestions. The Principal consults HOD's and faculty members to take the decision. Students Council is given due representation in IQAC. Time to time students are mentored by the teachers to know their problems and solution is provided Academics calendar is made in advance in consent with the department heads and in charge of various cell /clubs and displayed on website of the college every year Principal takes necessary meeting round the year to ensure implementation of the academic and other activities. As a part of its policy decentralization every year administration provide opportunity to each new member to be editor in chief of its college magazine -Bhav Tulika which show cases the events and activities of the college. Students are mentored time to time. The Management the principals always encourage decentralization in various activities as this is the philosophy of the Management. The management consults the plans policies with the Principal. The Principal implements these plans policies with the help of Head of the Dept. Each Dept held meeting discuss about its needs requirements. There are Different committees like Discipline Committee, Purchase Committee, Construction Committee Time Table

Committee. There are regular meetings of management with Principal Staff members to know the problems suggestions for improvement. There is a large no. of committees for various activities like women cell, Transport, Grievance Cell, Library Advisory Committee, Cultural, admission, anti sexual harassment committees etc. These committees take care of their respective task.

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 College is Affiliated to M.D.U. Rohtak, Haryana. It Follows the Curriculum which is prescribed by the University for All the Courses. The Syllabus is revised by the affiliated university after every six to seven years.
Teaching and Learning	Teaching and learning has been organized through the academic calendar of the university and college. For the holistic growth and development of the students, group discussion, assignments and presentations are given to the students. ICT like smart class room and LCD projector is also used. Computer labs are also there with latest configuration hardware and software .Remedial classes are conducted on a routine basis for slow learners. Internal test are also conducted. The Faculty members are encouraged to participate in orientation courses, refresher courses and workshops.
Examination and Evaluation	Exams are conducted as per the schedule of university. House exam and test are conducted on regular basis. Classes tests, assignments and presentations are given to the students. Students are evaluated on all parameters of personality. The college conducts regular orientation and awareness programmers for the benefits of the students. Regular tutorial remedial classes are conducted for weak students.
Research and Development	The faculty members are encouraged to present their research contribution in various national and international conferences and journals .Academic leave is given to the faculty members who attend the seminar and workshop. The institute has internet facilities to assess the online resources.

Library, ICT and Physical Infrastructure / Instrumentation	<p>the library has adequate space, furniture, chairs and tables. The library remains open on all the working days. Library committee is in college with senior teacher as convener of the Library committee and other teachers from various faculties as members. This committee also includes its students' representative. The College has considerable equipments in its labs. The institute has well established class rooms, seminar halls and labs. Other amenities like cafeteria, multipurpose hall are also available.</p>
Human Resource Management	<p>- the faculty members attend refreshers and orientation courses sponsored by UGC, Workshop, and conferences to upgrade their skills and to understand the currents trends. Duty leave is provided to the faculty member to participate in such programs.</p>
Industry Interaction / Collaboration	<p>The college organization different industry visits for better job placements and opportunity training of students</p>
Admission of Students	<p>The college website has detailed information about admission available in college programme. Advertisement is placed in newspapers. Admission council is also there for students and parents who seek admission in the college. The admissions are done on the basic of merit. Admission system of the college is well organized and transparent</p>

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

E-governance area	Details
Planning and Development	SMS system is implemented for dissemination of information. Facebook and website is updated time to time.
Administration	Leave is applied online through email, online tax return filing, library has updated
Finance and Accounts	- office is fully computerized. The details of student's admission are online on ERP portal. Maintenance of college accounts through tally. Salary is received through govt. portal
Student Admission and Support	Online submission of registration form. Online admission
Examination	online submission of internal assessment of students. Seating arrangement of students is made on computer for UG/ PG exam. Absentees are

sent online according to the requirement of university.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	NA	NA	NA	0
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
3	44	0	51

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Quarter, Maternity Leave for teaching staff, Duty leave is provided to the faculty members for attending various conferences , workshops and examination duties	Staff Quarter, Fee Concession and books from library are given to wards of Non Teaching staff. Uniforms for Peons, Bus Drivers and Watchmen, Wheat loan	Fee concession for economically weaker section students. Provision of fee payment in easy installments for needy students. Book bank facility available for students Sc- BC scholarship for SC. BC. Students' fee- concession for father less students.

6.4 – Financial Management and Resource Mobilization

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

The college has a system for internal audit. All the institute bills are duly verified by Bursar and concerned committee before making any payment and cheque. Proper stock entries are made in stock register by store keeper and duly record all the arrivals as well as issuance. The institute regularly follows internal external financial audit system. The management fund is audited by government agencies that are the representative of DGHE. However AF is audited by university authorities. For SFS fund there is internal audit by management /CA. HAG- Haryana Accountant General audit every five year.

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
na	0	na
View File		

6.4.3 – Total corpus fund generated

3138840

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	External Experts	Yes	Management /IQAC
Administrative	Yes	External Experts	Yes	Management /IQAC

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

PTM :- 1. Regular feedback and suggestions are initiated from parents to improve academic and administrative issues to provide best facilities for the students. 2. Personal interaction with parents from time to time for corrective measures to address grievances. 3. Active participation in outreach activities.

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

1. A faculty development progrmme organized for supporting staff for one week in computer lab. From 11 Sept. 2017 to 16. Sept 2017 on basic skills of computer in our life 2. A faculty development progrmme organized for supporting staff for one week in computer lab. From 23.10.2017. to 28.10. 2017 on banking awareness 3. One day Workshop for supports staff to update for SBI Life Insurance on 9.01.2018.

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

1. A national Seminar will be organized on "Relevance of Gandhian ideology in present scenario" . In history Political science by DGHE. 2. A one day Seminar will be organized on the topic of tally account soft ware by commerce Economics. 3. IQAC be more effective for quality enhancement in the college. 4. Review of two new courses B.Sc sports Science and PG Diploma in Yoga Science

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	Yes

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
Group Discussion on personality or relaxation technique by Psychology department	06/09/2017	06/09/2017	15	0
Essay writing, speech and poetic recitation competition by Hindi department	14/09/2017	14/09/2017	27	0
Group Discussion on personality by Psychology department	04/10/2017	04/10/2017	13	0
Poster Making Competition By Physics. Dept.	28/10/2017	28/10/2017	20	0
Athletic meet by Physical Education Department	18/11/2017	18/11/2017	811	0
National Seminar on emerging issues in commerce ,economics and management organized by	20/01/2018	20/01/2018	242	0

commerce & Economics department				
Educational Trip by Geography and Psychology department	02/02/2018	02/02/2018	43	0
Blood donation camp organized by Red Cross and NSS cell.	06/02/2018	06/02/2018	32	0
Model Making Competition By Geo. Department	03/02/2018	03/02/2018	46	0
Collage Making Competition by Pol. Sc. & Hist. Dept.	07/02/2018	07/02/2018	39	0
Modal & collage Making Competition by Psy. Dept.	09/02/2018	09/02/2018	72	0
Convocation ceremony	22/02/2018	22/02/2018	360	0
National Seminar on women Rights awareness: Emerging issues	28/02/2018	28/02/2018	350	0
Celebration of Women 's Day	08/03/2018	08/03/2018	97	0
Prize Distribution Function	10/03/2018	10/03/2018	245	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
<p>The institution is Committed to protect and preserve environment. An experienced horticulturist takes care of plants and trees. There is an adequate mechanism prevailing in the institute to maintain and protect the environment. Van Mahotsav is celebrated every year and the students take a vow to protect newly planted saplings. Dustbin are installed in the campus to maintain cleanliness and consciousness efforts are made to switch off the lights and fan when not in use to save energy. Besides this various activities like Swachh Bharat Abhiyan, Van Mahotsav, Pledge on "say No To Crackers", slogan Writing and Poster making on the theme "Save Environment", Social Awareness week, Pledge on "Earth Day", are also conducted to reduce global warming etc. were organized throughout the year.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	4
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	4

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)
For students	27/05/2017	Code of conduct (handbooks) for various stakeholders . Classes will be held as per the timetable . The principal reserves the right to make any change as and when required. • Students are prohibited to use mobiles in the college campus. • Girls are not allowed to leave the college before 12:00 pm • Students should be particular about their attendance and performance in class tests. Failing which they may not be allowed to appear in university examination. • It is responsibility of the students to collect attendance details from

the subjects teachers at the end of each session. In case of any confusion the same should be clarified from the concerned teacher. No complains in this regard will be entertained later. • Every students must carry her identify card throughout her stay in the college campus. • Attendance is mandatory for every students in college functions/ events. • Walking or talking in corridors during class time will invite punishment. • Whoever directly or indirectly participates in strike or any kind of misbehavior shall be suspended, expelled or rusticated from the institution and shall be liable to fine • Proxy at the time of roll -call is an offence. • Students shall refrain from : i) Causing damage to college building, furniture or any other property. ii) Making noise in /outside the class room. • Students can meet the office staff any day after 10:00 am and the Principal after 2:00 PM for any official matter. • Guardians are allowed to meet their wards with the prior permission of the principal. • No student can display any notice on the notice board. • Students have to reach in their class room at the stroke of the college bell. • Keeping in mind the carrier of the students, admission in Add-on- course may be compulsory according to the eligibility of students

For students

01/07/2017

Academic Calendar

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)

Organization of Hawan Ceremony on 16.7.2017 Celebration on Van Mahotsav 30.07.2017 Swachhata Pakhwara from 01.08.2017 to 15.08 2017 by N.S.S Rally on Swach Bharat Abhiyan 14.10.2017 Pledge by students on Diwali "say no to crackers" Celebration of earth day on 22.4.2018 Celebration of environment Day on 05.06.2018 by Eco. Club

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice :- Environmental Awareness Objective Environmental Pollution is one of the most alarming problems of the world. There is an immediate need to aware the students and society about the environmental degradation. Practice:- (a) Tree plantation drive by N.S.S Units and Youth Red Cross (B) To aware the students about switching off the electricity appliances when not in used .(C) Ban of plastic in College Campus .(D) Facilities of RO Drinking water in the Campus . (E) Rain Water harvesting. (F) Administrative staff is encouraged to use ICT for promoting paperless office. (G) The students are motivated to take care of new sapling. (H) Swachh Bharat Campaign was observed throughout the year by N.S.S. volunteer's .Problems:- In spite of following No Plastic zone policy, few students still carry the plastic bag. Success There is greenery in the campus. Use of paper has decreased. Title of the Practice :- To Promote Girl Education The aim of the college is to promote the girl education. As the college is solely for the girls' student. The girls feel safe and secure environment in the campus. There is provision of fees concession for the students who are poor and whose father is deceased. The books are also provided to the poor and needy students by the book bank of college.

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

<https://trqc.edu.in>

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

Tika ram Girls college is always committed to form all possible platforms for all round development of the students. The institution focuses on the mission to achieve academic excellence and promoting good and informative education with innovative ideas in teaching and learning process. The institution specially focuses on overall growth of the students by providing them quality based and skill based education. The college is a renowned name in the fields of sports and education. 569 students got position in the merit list of university. 12 students got 1st position in the merit list of the university. There are many cells, clubs and other activities are established to enhance the student's knowledge. Through different cells and clubs students are made aware about moral values and principles. By celebrating national days they become more conscious towards the society and the country. They are encouraged to prepare for presentations on social issues. Faculty members take regular feedback from the students time to time and they discuss about the strong and

weak points of curriculum to the head of the department for taking necessary actions for further improvements in teaching and learning process. Our college organizes frequent industry visits for students to enable them to get skill based education. To inculcate the awareness among the students the institution focuses on outreach programme which aims to help, uplift and support those who are deprived of certain services and rights. On the regular basis Yoga is practiced in the institution. For green Practices, Eco club is active in the institution.

Provide the weblink of the institution

<https://trgc.edu.in>

8.Future Plans of Actions for Next Academic Year

To organize national seminar under History and Pol.Sc. Dept. To organize blood donation campaign under the aegis of Red Cross Cell. To organize seminar to spread awareness about women empowerment. To Organize Legal literacy camp for acid attack victims. To organize seminar on international women's day. 4 content such as video, PDF, PPT, Tests and Assignments to be uploaded on whatsapp groups. To conduct more faculty development programs and workshops to promote the use of technology towards quality enhancement • To organize functions/activities/events by various departments, associations, cells, clubs and societies • To celebrate/arrange national and international commemorative days/festivals with more gusto and fervor •To give a boost to extension and outreach activities •
Name Name Dr Santosh Rathee Dr Monika Verma Signature of the Coordinator, IQAC
Signature of the Chairperson, IQAC