



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		CHHOTU RAM ARYA COLLEGE
Name of the head of the Institution		DR. NARENDER SINGH
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919466704370
Mobile no.		9416974004
Registered Email		crasnpnaac@gmail.com
Alternate Email		crasonepat@gmail.com
Address		Kakroi Road
City/Town		Sonipat
State/UT		Haryana
Pincode		131001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. HARINDRA SINGH
Phone no/Alternate Phone no.	01302242925
Mobile no.	9416074355
Registered Email	crasnpnaac@gmail.com
Alternate Email	crasonepat@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.cracollegesonepat.org/download/AQAR/2017-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.cracollegesonepat.org/academiccalendar.asp

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71.25	2002	01-Oct-2002	30-Sep-2007

6. Date of Establishment of IQAC

01-Jun-2014

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
Quarterly meeting of Internal Quality Assurance Cell,	15-Jun-2018 30	600

strengthening of IQAC core committee, data retrieval and its documentation		
Summer Camp for Sports persons	01-Jun-2018 15	36
Faculty evaluation Even Semester	20-Jul-2018 1	73
Faculty Development Programme (Three Day International Semiar)	08-Feb-2019 3	318

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

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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
NSS	NSS	Director General Higher Education, Haryana	2018 7	45000
NSS	NSS	Director General Higher Education, Haryana Director General Higher Education, Haryana	2018 7	44000
NSS	NSS	Director General Higher Education, Haryana	2018 7	10000
ENGLISH CONFERENCE	FIP	Director General Higher Education, Haryana	2018 3	150000
Physics/Chemistry Dept.	Science Exhibition	Director General Higher Education, Haryana	2019 1	23000
Cultural Committee	Prize	Maharshi Dayanand University, Rohtak	2019 4	21000

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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 :	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)

To enhance the research work by the faculty members, One DGHE sponsored International seminars were organized by English Department and the quality research papers were published in UGC approved /Indexed/Refreed Journals with ISBN . Academic and Administrative Audit, Green audit, Environment Audit, Power Audit analyzed The IQAC organize time to time different activities like motivational lectures /career guidance talks and awareness programmes on gender sensitization etc. and Feedback from all the stakeholders. Faculty Development Programme was conducted for the Newly appointed teachers. IQAC has institutionalized good practices like participation in Various Camps and courses organized by Director Youth Welfare, Maharshi Dayanand University, Rohtak (in May/June 2018) under Swachch Bharat Abhiyan and One week Health Awareness programme to sensitize the community. Various events were conducted by different cells departments. Summer Camp for Sports Persons To Dig Borewell for the watering of the Play Grounds.

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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
Feedback from the students about Academic and administrative functioning	FEEDBACK COLLECTED, ANALYZED AND UPLOADED ON WEBSITE
Faculty Evaluation	Faculty Evaluation Completed
"Educating the new Faculty to make quality as the defining element of their functioning in the college "	Newly appointed faculty were trained on functioning of IQAC on 16th July 2017 during their induction programme. This helped them to understand the quality indicators involved in the process of Teaching and learning.

Revision of IQAC Committee	Representatives from Parents, Alumni, Community, Industrialist and students were added to the IQAC Team and new structure was formed. The Committee contributed in coordination and enhancement of the quality initiatives of the college.
To Develop Infrastructure	To Dig Borewell for the Playgrounds • Repair of classrooms, laboratories, Rest room of staff and students. • Annual maintenance of Library. • Annual Maintenance of R.O. water Purifying system of 600 ltrs/hr. capacity.
Review of Various Audits	Various audit were Studied and grey areas were identified and remedial action were taken as it is: • AAA • Green Audit • Power Audit • Environment Audit.
To prepare AQR for the session 2017-2018	AQR for the session 2018-2019 was prepared.
Preparation of Lesson Plan	Prepared by all the Faculty members
Summer Camp for sportsperson	Conducted from 01 June 2018 to 15 June 2018
Workshop on Research Methodology	workshop on Research Methodology was conducted to encourage the faculty members to take active interest and give contribution in reseach work.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">08-Sep-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	08-Sep-2019
Name of Statutory Body	Meeting Date				
IQAC	08-Sep-2019				
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	2019				
Date of Submission	09-Dec-2019				
17. Does the Institution have Management Information System ?	Yes				

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>To monitor academic and administrative activities with respect to quality, College has developed and implemented an e-governance system. Through this system, there is a systematic exchange of information and established communication between various stakeholders. A centralized e-governance system operates from the administrative office of the college. There are three types of MIS in the College: 1. Operated and maintained by Director General, Higher Education, Haryana 2. Operated and maintained by Maharshi Dayanand University, Rohtak 3. Operated and maintained by College The features of e-governance systems are: DGHE Operated: i. Online Centralized Admission of UG and PG Courses. ii. Transfer of Funds. iii. Salary of Staff. University Operated: i. Online Registration Return/Continuous Return of the Students ii. Online examination form iii. Online admit card iv. Online results v. Online syllabus College MIS: i. Automation of library course ii. Accounting software Tally ERP 3.0 iii. payroll management iv. Information about enrolment, admission, examination, and various important forms is available on the College website. v. Webinars to host Academic Events, vi. Student Paper Presentation, vii. Annual Day and Farewell Functions in the Departments. viii. E-notes and lectures. ix. College Calendar to inform the Academic and Cultural Events of the College. These are accessible to all the stakeholders where they can make the optimum use of the entire above feature.</p>
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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 with Maharshi Dayanand University, Rohtak. As per the conditions laid down in the affiliation bye-laws, the college has to abide by all the laws, rules, and regulations of the University. All the programs taught in college are required to implement the syllabus prescribed by the University.
- Every year detailed timetable is prepared by the timetable committee to deploy the time slots for the teaching-learning process. All the departments make every effort to make the curriculum delivery effective through various methods such as lecture methods, seminars, field visits, practicals,

etc. • IQAC proposed an induction program for first-year students and it is successfully implemented this year. Through the induction program, at the entry point newly admitted students are oriented about ragging, gender discrimination, Caste discrimination, class discrimination, and any other type of discrimination. Fresh students are also made aware of the syllabus and assessment pattern both internal as well as external. • Quick and slow learners are identified based on their performances in the class and mentors are assigned to a single student or a small group of students to improve their learning capacity. • The individual academic plans with time slots are prepared and followed by all the faculty members, yet flexible to adapt to practicality. • Being an academic institute the prime focus is on effective curriculum delivery and accomplishment of the objectives of the curriculum, which is ensured through Continuous Internal Evaluation (CIE). • In-class assignments, quiz contests, debates in the classes, etc. are conducted by the faculty members, and records are maintained for the finalization of the internal assessment of the students. • Faculty members always try to complete their syllabus according to the academic calendar prepared by the affiliating university. Tutorials/project works, class tests, and internal assessments comprise the formal evaluative processes, but students are encouraged to clear their doubts even outside the classes. • The Head of Departments conducts regular departmental meetings to examine the progress of teaching-learning as scheduled, evenly distribution of workload, assignment of exam-related duties, and other departmental activities, etc. • On the last Saturday of every month, Parent-teacher interactions were also initiated this year in the form of formal parent-teacher meetings. Faculty-wise meetings were conducted and an overwhelming response was received from the parents. • Feedback on lectures and other valuable classroom activities from key stakeholders viz. students and faculty members was also recorded and analyzed. • The institute makes regular and consistent provisions to provide sufficient and quality infrastructure to learners for the enhancement of their learning experiences.

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
POULTRY FARMING	Nil	25/06/2018	17	BOTH	SELF EMPLOYMENT AND ENTERPRENUERSHIP
DAIRY FARMING	Nil	01/08/2020	17	BOTH	SELF EMPLOYMENT AND ENTERPRENUERSHIP
MUSHROOM FARMING	Nil	04/06/2018	17	BOTH	SELF EMPLOYMENT AND ENTERPRENUERSHIP SELF EMPLOYMENT AND ENTERPRENUERSHIP
BACK YARD POULTRY FARMING	Nil	01/08/2018	17	BOTH	SELF EMPLOYMENT AND ENTERPRENUERSHIP
ORGANIC FARMING	Nil	16/06/2018	17	BOTH	SELF EMPLOYMENT

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	POL.SC. HONS	01/07/2018
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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	ENGLISH	15/06/2016
MA	HINDI	15/06/2016
MA	GEOGRAPHY	15/06/2016
MA	POLITICAL SCIENCE	15/06/2016
MCom	COMMERCE	15/06/2016
MSc	CHEMISTRY	15/06/2016
MSc	MATH	15/06/2016
MSc	PHYSICS	15/06/2016

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

	Certificate	Diploma Course
Number of Students	23	3

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
MORAL EDUCATION	15/06/2016	42
DISASTER MANAGEMENT	15/06/2016	63
INDIAN SOCIETY	15/06/2016	106
NATURAL AND MANMADE DISASTER	15/06/2016	91
COMPUTER FUNDAMENTAL	15/06/2016	117
DRAMA STUDIES	15/06/2016	30
ENVIRONMENTAL ISSUES	15/06/2016	141
ENVIRONMENTAL CHEMISTRY	15/06/2016	34
GENERAL SPECTROSCOPY	15/06/2016	34
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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
BA	ENVIRONMENTAL EDUCATION	Nil
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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 institute is affiliated with Maharshi Dayanand University, Rohtak. As per the conditions laid down in the affiliation bye-laws, the college has to abide by all the laws, rules, and regulations of the University. All the programs taught in college are required to implement the syllabus prescribed by the University and the college is not at liberty to frame its own curriculum. • The college ensures effective curriculum delivery. It was decided to conduct offline feedback on the curriculum by key stakeholders of the institution, for the academic year 2017-18. Feedback on a five-point scale was recorded. The feedback from faculty, alumni, parents of students, employers, and above all, students were recorded at the end of the academic year. Faculty-wise and semester-wise questionnaires for curriculum feedback were prepared and shared with the students. Students give feedback by responding to the offline questionnaires prepared for faculties. It is observed that students lack sufficient knowledge about offline feedback systems which results in less number of students' responses. The recorded feedback was analyzed (by a committee). As the college has the majority of students belonging to rural areas where most of the students are weak in the English language therefore feedback form is created in mother-tongue (Hindi) and English as well. Based on the analysis of feedback from students, suggestions were given to teachers to:

1. Make the teaching more interactive and participative so that the students would find learning a particular course interesting
2. Attempt to complete 90 lectures per subject per semester irrespective of fewer teaching days.

Through these corrective measures, faculty members try to improve their teaching style to help students improve their learning. It benefits the entire faculty in the next academic years performance. The feedback on the curriculum by faculty is also recorded and analyzed. Many of the senior faculty members of the college are part of the PGBOS and BOS of the affiliating university at some point of time during their tenure. Most of the faculty members have recorded positive feedback on the various aspects of the curriculum and reported that the curriculum framed by their respective BOS is satisfactorily up to the standards. The analysis of feedback is made available on the institute's website.

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
BA	Nil	Nil	Nil	Nil

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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
2018	2881	541	55	11	13

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
73	56	9	20	5	12
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 students mentoring system was put into practice during the academic year 2017-18. A batch of 30 students of the new mentees is allocated to each mentor and the concerned mentor continues the interaction with them for three years or until the completion of the course whichever is later. In this plan, the mentors are entrusted with the task to establish a cordial and amicable relationship with the mentees. It gives mentees the confidence and courage to share their knowledge, wisdom, experiences, and ideas with more experienced or knowledgeable mentors. The motto of mentor-mentee coordination is to maintain an informal transmission of knowledge, social capital, and psychosocial support pertaining to the academics, career, or professional development of the students. Mentors have to schedule meetings at regular intervals of time with the mentees for informal face-to-face communication. In this meeting, the prime focus of the mentor is to give personal counseling and motivate them to actively participate in curricular, co-curricular, and extracurricular activities such as National Service Scheme, National Cadet Corps, Youth Red Cross, community development, cleanliness drives, cultural activities, sports, experts' lectures, minor research projects, various events/conferences at other institutions, etc. Also, they have been briefed about their performance in-class tests, and academics, and appreciate their achievements which help them to brood over their strengths and weaknesses. It is a modest attempt to improve them where they lag. Mentors also direct them to study in a channelized and systematic way to improve their grades and performances. Due to this inter and intrapersonal bonding, the students start sharing problems that are beyond academics and personal. The mentors being their guardians in disguise understand their issues and problems, if any, and try to solve them. Records of semester-wise meetings and personal counseling are being maintained by the mentors for information.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3422	76	1 : 45

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
51	15	36	61	13

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	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil
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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
Nil	LIST ATTACHED	Nil	Nil	Nil
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of Maharshi Dayanand University, Rohtak, the evaluation norms of the university are followed. The college has adopted a method of assessing the academic performance of the students continuously. Continuous assessment in theory subjects: As per the MDU regulations passed by resolution no. 25 of the Academic Council of Maharshi Dayanand University held on 30.11.2011, the better performance in the annual/semester will carry 80 and the internal assessment will carry 20 of the weightage. The pattern of internal assessment is transparent and follows the pattern of university norms. one internal class test will be conducted. The marks allotted for internal exams are 10, 5 marks for Assignment, and 5 marks for attendance. The external exams are of 80 marks. Continuous Internal Assessment (CIA) is a regular feature to monitor the progress of the students. Starting from the Induction program conducted for first-year students until the end of the semester exam, various measures under CIA were undertaken. Bridge courses along with various tests help identify sluggish and quick learners, active and passive learners, and prepared their group according to their learning capacity. Parameters are set to identify the IQ level of the students. A score below 40 is set as slow learners, ordinary learners who score between 40 to 70, and advanced learners above 70. Apart from these bases, faculty members' daily keen observations in and out of the class and students' overall tendencies, performances, and interests, the teachers motivate the students to participate in various co-curricular and extra-curricular activities to enhance their confidence. Students are also encouraged to adopt effective study techniques to improve their academics. Extra coaching and guidance beyond classroom hours were also conducted by faculty members as and when the requirement arises. the holistic development of mentees is one of the prime mottos of the institution. CIA schedule was prepared before the commencement of the academic year. As a part of CIA, not only class tests, but home assignments are part of this feature during mid-semester breaks. For Arts Humanities and Commerce students, along with theory classes emphasis is also on composition and tutorial. For Science classes, practical groups are formed as per norms and each and every student is taken care of during the laboratory practicals. Projects are assigned to a few select students of Science, commerce, Computer Science and Geography and they are given 2 semester time to complete the project. Utmost care is taken to select the topics of the projects which have a direct bearing on our lives and surroundings. Topics of social, environmental, and health are given top priority. At regular intervals of time, All HODs held meetings to rule out any complications and provide a platform to address the problems of the students or faculty.

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

We have a Principal's Advisory Committee, which is entrusted with the task to prepare the academic calendar at the end of June for the next consecutive year. Based on inputs from various stakeholders, the committee prepares a schedule of various examinations, classroom assessment programs, evaluation patterns, and co-curricular, and extra-curricular activities. The calendar is designed in consonance with the tentative schedule of the University examinations. There are two types of evaluations: i) Internal assessments and ii) University examinations. All the curricular, co-curricular, and extra-curricular activities are arranged in such a way that the students get ample time for exam preparation. Under the CIA, various tests and assignments are given to students, and the students are informed by their respective mentors about the class test schedule. The faculty members set question papers as per the ordinance of the University and follow the objectives of the course. The deadline for the submission of question papers and the award sheets is communicated to the faculty and department before the commencement of the examinations. Every member is expected to follow the university's norms in letter and spirit. The college always strives to give quality education. IQAC opines that the path of overall development of the students passes through the process of internal evaluation it is a powerful tool to continuously and properly evaluate the learners and help improve their grades. Following are the college initiatives implemented by the college at the departmental level: 1. Tutorials and home assignments, seminars, in-class debates 2. Surprise mock tests, open-book tests, PPT, and diagram drawing tests. 3. Observations of the students and their performances during the practical sessions for his/her overall up-gradation. 4. Library tour and tutorials on its use.

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.cracollegesonepat.org/PSO-PostGraduate.asp>

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
BA 01	BA	PASS COURSE	812	520	64
BSC 01	BSc	PASS COURSE	156	146	94
BCOM 01	BCom	PASS COURSE	139	94	68
BCOM 02	BCom	HONS	9	8	89
MA 01	MA	ENGLISH	13	5	38
MA 02	MA	HINDI	16	6	38
MA 03	MA	POL SC	29	16	55
MA 04	MA	GEO	20	12	60
MSC 01	MSc	CHEM	21	16	76
MSC 02	MSc	MATH	42	33	79

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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)

<https://www.cracollegesonepat.org/download/SSR/report%202018-2019.pdf>

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
Nil	0	Nil	0	0

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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
Three Days International Conference on Shakespeares Poetry: Dramatic, Narrative, Lyrical	English	08/02/2019

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
NIL	Nil	Nil	Nil	Nil

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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
1	CENTRE FOR SKILL DEVELOPMENT	INSTITUTION	SKILL	TECHNICAL	28/07/2016

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1100	2100	5100

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	Nil

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)
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National	ENGLISH	5	Nil
National	CHEMISTRY	8	Nil
National	POL. SC.	2	Nil
National	COMMERCE	2	Nil
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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
ENGLISH	1
CHEMISTRY	4
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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
NIL	Nil	Nil	Nil	Nil	Nil	Nil
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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
NIL	Nil	Nil	Nil	Nil	Nil	Nil
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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	11	34	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
NSS	NSS 1 AND 2	2	100
YRC	YRC	1	50
ROAD SAFETY	ROAD SAFETY CLUB	5	240
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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
FOLK FOOD	CASH PRIZE OF Rs 21000.00	MAHARISHI DAYANAND UNIVERSITY	120
CULTURAL ACTIVITIES	APPRECIATION LETTER	MAHARISHI DAYANAND UNIVERSITY	76
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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
NSS	OUTREACH	OUTREACH	5	100
YRC	YRC	SOCIAL	1	50
AWARENESS	NSS, ROAD SAFETY CLUB	Nil	5	240
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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
LIST ATTACHED	Nil	Nil	Nil
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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
LIST ATTACHED	Nil	Nil	Nil	Nil	Nil
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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
LIST ATTACHED	Nil	Nil	Nil
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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

8000000

7267786

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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 partially)	Version	Year of automation
SOUL 2.1	Partially	2.1	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29892	173707	99	45386	29991	219093
Reference Books	6311	12776	20	12000	6331	24776
e-Books	265	0	12	0	277	0
Journals	5	345	5	0	10	345
e-Journals	27	0	5	0	32	0
Digital Database	5	0	4	0	9	0
CD & Video	0	0	0	0	0	0
Library Automation	1	165000	0	0	1	165000
Weeding (hard & soft)	0	0	0	0	0	0
Others(s	0	0	0	0	0	0

pecify)

[View File](#)

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
DR. NARESH RATHEE	ENGLISH LITERATURE	ILMS	01/07/2016
DR. ANU RATHEE	ENGLISH LITERATURE	ILMS	01/07/2016
DR. VIJAY KIRAN	CHEMISTRY	ILMS	01/07/2016
MR. RAJROOP SINGH	COMMERCE	ILMS	01/07/2016
Dr. Pawan Hooda	SANSKRIT	ILMS	01/07/2016
Mr. Satish Kumar	COMMERCE	ILMS	01/07/2016
Dr. Sangeeta Mann	GEOGRAPHY	ILMS	01/07/2016
Ms. Ritu Dahiya	CHEMISTRY	ILMS	01/07/2016
Dr. Urmila Hooda	ENGLISH	ILMS	01/07/2016
Dr Rajiv	ENGLISH	ILMS	01/07/2016

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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	99	57	87	3	1	7	22	50	1
Added	0	3	0	0	0	0	0	0	0
Total	99	60	87	3	1	7	22	50	1

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

50 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
CENTRAL MEDIA CENTRE	https://drive.google.com/file/d/13YxfKE_d40-JpIipZIr2qu6erV707ofUb/view?pli=1
Nil	https://drive.google.com/file/d/1gJZhuU2vu2N-A9oA7pLclbjdanLEyybT/view

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
8600000	4595389	7600000	15529457

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)

The college has constituted various committees viz. Principal's Advisory Committee, Infrastructure Committee, Construction and Repair Committee etc. for the upkeep and proper maintenance of all type of infrastructure and support facilities in the campus. These committees ensure that all the stakeholders of institute should get maximum benefit of it and there is no wastage of time, money and energy. Teaching and non-teaching staff are the members of these committees and they in addition to their primary duties ensure maintenance of the infrastructural facilities. A regular Environment audit, Green Audit, Power Audit and Academic and Administrative Audit is conducted to assess the potential of infrastructure. Laboratory: College has various laboratories viz. Chemistry, Physics, Botany, Zoology, Computer Science, Geography, Language Lab. etc. College Health and Hygiene committee is constituted to monitor the daily sanitization and cleaning of the laboratories, if the concerned department observes any negligence in terms of sanitation that is to be brought in the notice of this committee. Departments keep the records of utilization of consumable and non-consumable items. These departments maintain a proper stock register and the entries of recurring and non-recurring goods are regularly maintained which is checked by the stock-taking committee at regular interval of time. Regular maintenance and repairs after the expiry of the warranty period is done by the local service provider. Principal on the recommendation of the maintenance committee can sanction repair upto Rs 5,000/- without inviting any quotation. Any repair beyond Rs 5000/- have to take approval from the Governing Body and the process of repair have to go through the process of invitation of Quotations. Laboratory assistants and attendants look after the general and day-to-day maintenance of the laboratories. When the maintenance is beyond their capacity, the college hires local technicians. Any breakage by the students and loss thereof is bore by the college, no extra burden is levied on the pockets of the students. Power Supply: The college has its own dedicated 5 star transformer of 60 KVA installed its premise for regular and non-fluctuating power supply. Inverter and diesel generator are the source of power backup for the availability of uninterrupted power supply. Library: College Librarian is the custodian of the library. Librarian is empowered to carry the Proper maintenance of the library infrastructure with the help of the supporting staff. Available reading material is carefully stacked and guarded from damages. Regular fumigation and dusting are carried out at regular interval. The supporting staff looks after the books maintenance and their proper Stacking.. The library also hires the services of local book binders when needed. The books are protected from termites by periodical use of disinfectants and anti-termites. ILMS Software SOUL 2.0 is updated regularly. Sports facilities: The institute has recently procured machines and equipment for gymnasium. There is practice of maintaining a daily usage register for the gymnasium. The sports department uses the policy for optimum use of sports ground. The track and field is revamped for competitions and sports events. ICT facilities: The operating systems and antivirus

<https://www.cracollegesonepat.org/>

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	FEE CONCESSION	249	1525140
Financial Support from Other Sources			
a) National	POST METERIC SCHOLARSHIP	179	2714735
b) International	Sir Chhotu Ram Memorial Scholarship	3	15300
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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 implementation	Number of students enrolled	Agencies involved
LIST ATTCHED	Nil	Nil	Nil
View File			

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 passed in the comp. exam	Number of students placed
2019	Self Employment	Nil	206	108	34
2019	Career in Sports	Nil	172	25	3
2019	Career in Cultural Activities	Nil	76	14	2
2019	Career Counselling	256	Nil	Nil	31
View File					

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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
2	62	6	112	384	80
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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
2019	Nil	LIST ATTACHED	Nil	Nil	Nil
View File					

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
Any Other	37
View File	

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

Activity	Level	Number of Participants
LIST ATTACHED	Nil	Nil
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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	GOLD	National	1	Nil	Nil	Nil
2018	SILVER	National	1	Nil	Nil	Nil
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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)

For the holistic and overall development of the students, it should be student centric. Institute undertakes all possible measures to achieve this mission. Besides academics, students' representation in various committees is vital in decision-making and policymaking. To attain this motto, students' representation in various committees are given prime importance in committees. Girls are member in Gender Sensitization, Sexual Harassment, equal Opportunities Committee. Both boys and Girls are members of Internal Complaints Committee, Sports committee, Youth Red Cross, Red Ribbon, Cultural Committee. A few are designated as General Secretary (NCC), preferably a senior cadet, he manages the NCC activities, communicates the activity related details with fellow cadets in consultation with the NCC Officer of institution The General Secretary (NSS) takes lead in organizing various social activities and assists the program officer in organizing various activities pertaining to the college. Annual function of college is a one-day mega event. Students decide the events to be organized during the event and work along with organizing students committee under guidance of the in-charge teachers. Organization of Sports day

of college is sole responsibility of student in sports committee. Teachers in the sports committee monitor the activities and guide the students for successful management of the events. Class representatives are encouraged to communicate with fellow classmates and share the difficulties/appreciative initiatives in classroom and communicate it to the concerned mentor.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

113

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

327900

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet 2018-2019

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 administrative system of the college functions within a well-defined hierarchy. The Governing Body comprises of President (TRES), Vice President (TRES), General Secretary (TRES), Joint Secretary-cum-Treasurer (TRES) is the Apex Body. The Governing Body, Principal, Internal Quality Assurance Cell (IQAC), and HODs have clearly defined roles to play in the administration of the college. Contributions of important stakeholders of the college supplement this mode of functioning. Governing Body takes into confidence all the stakeholders, and in it rests the transformative potential of decentralization, which gives it a democratic hue. The IQAC is always in consultation with HODs, PG Coordinators, and teachers through regular meetings. These decision-making bodies consist of teachers who have shown competence in human resource management. The college conducts regular training programmes such as Induction Programme, faculty development programmes, Faculty evaluation Programme etc. with the aim of inspiring and empowering competencies in leadership and management. The consultative nature of their engagement ensures that there is always decision-making that is decentralized. Department conducts separate academic audits, semester review meetings, departmental meetings, meetings with the Principal and the management, and feedback sessions with students, alumni, parents and faculty. They also enjoy autonomy in signing of MoUs, conducting conferences/seminars and workshops. This ensures that teachers take on roles outside of classrooms that can potentially reinvigorate academic interests and research and fine-tune skills of management. Class Mentors, In-charge of Grievance Redressal Cell, and Student Counselors play a vital role in the establishing a complete holistic development of the students. The mentors' role often go beyond providing academic support and encouraging participation in co-curricular and extra-curricular activities. Internal Complaints Committee, Equal Opportunity Cell, Gender Sensitization Cell, Anti-ragging Cell address personal concerns of students and recommend counseling if needed. These channels of guidance are regularly endorsed by students. There is representation of Two Teachers and One non-teaching employee in the Governing Body, the teachers who are staff representative to the Governing Body remain in

constant touch with the Governing Body of the college and the Governing Body addresses all the problems at priority. The staff members have a direct say in the policy making of the college. The Student representation in various committees help in organizing a plethora of programmes ranging from intra-collegiate activities to marches and public awareness campaigns. There are numerous cells. Clubs, which are functional in the college and provide multiple opportunities to the students to discover and display their latent qualities.

This ensures that the student has a certain level of autonomy in their governance and has room for creative human resource management. In Sports, cultural activities, NSS, NCC, Alumni, IQAC students are representative this gives them a platform to know what management and leadership stands for. These positions offer them direct channels to air ideas to fruition. The mentor-mentee meetings and the Alumni Association are also consulted frequently for insights into numerous college initiatives. The views and suggestions offered are taken into consideration in verbatim by the administrative bodies of the college.

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	Being an institution affiliated to Maharshi Dayanand University, Rohtak there are constraints on curriculum development at institutional level. It is the prerogative of the University to design and implement syllabus of the courses run by it. Many of the senior faculty members of college are part of the PGBOS and BOS of the affiliating university at some point of time during their tenure. The college seeks ways to add to the curriculum by organizing guest lectures, workshops and webinars for students as well as for faculty members. CBCS is implemented in PG courses since 2016.
Teaching and Learning	Teaching-learning is the flesh and blood of any educational institute. To improve the teaching-learning, the IQAC has suggested various measures like Induction Programme, bridge course, continuous internal evaluation through class tests, mentoring. Faculty evaluation semester-wise is a regular feature. Internal Academic audit is carried out every year in the shape of taking feedback from students, which are then analyzed for corrective measures.
Examination and Evaluation	Internal Assessment of the students is done according to the norms framed by the affiliating University which are displayed on the college notice-board

for transparency. Unsatisfied student may approach the Internal Assessment Committee for redressal. Final semester exams are conducted by the affiliating university. College staff performs Examination duties. CIE of students are conducted by all the departments to identify the slow learners which are given extra inputs to make up their deficiencies. On the spot marking is the system of evaluation in our university, our college is also one of the evaluation centres of the university.

Research and Development

IQAC advised the eligible teachers to apply for the empanelment of their names in the list of Research supervisors. Teachers are also given incentive for their participation in workshops, conferences and publication of Research paper in UGC indexed Journals. Separate section is created the library for the use of Research Scholars. The College has a good number of Ph.D. qualified staff members. The staff members have obtained their doctoral degrees from their research work carried out at prestigious institutes. The college also conducts workshops and seminars aimed at faculty development. In the last 5 years, the College has published a good number of research papers in referred journals in national and international journals. The mpact Factor of some of them is very high. Many members of the staff have presented papers at national and international conferences. The staff members have published several books and chapters. The College has developed useful and academically productive linkages with other institutions both at the national and international levels. College supports staff members for reimbursing their registration fees.

Library, ICT and Physical Infrastructure / Instrumentation

Library, the store-house of knowledge is the most important part of the college and possesses an important place among the all facilities. IQAC has suggested the authorities to increase the budget. The library automation is functional and advised periodical upgrdation. For webinars, a separate Audio-Visual hall of capacity of 100 equipped with internet connection, laptop, screen and sound

	system has been established.
Human Resource Management	All appointments are made as per the selection criteria prepared by Director General, Higher Education, Haryana. Reservation policy is implemented as per State Govt. norms.
Industry Interaction / Collaboration	Commerce Department with Banking and Insurance specialization (BBI), Department of Business management (BMS) undertake industry visits and on job training (OJT) every year. The institute has collaborated, formally and informally, with banking sector, health care sector, Hospitality sector etc. for OJT.
Admission of Students	Admission process is online and centralized. It is governed by Director General, Higher Education, Haryana. A Helpdesk is established in the college to help the aspirants who hail from far off rural areas where internet connectivity is a nightmare. This helpdesk provides the services free of cost to all the students. There is no discrimination on the basis of the students' choice of college means helpdesk provides services to all the students whether they are willing to take admission in our college or not.

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

E-governance area	Details
Planning and Development	Facebook and website are updated from time to time. All the activities are also posted on YOUTUBE. Some teachers are using Google Classroom platform for submission of assignments and study materials are also shared with the students through this platform.
Administration	The college has developed its own e-governance system for the general administration of the college. The key features include online leave requisition, circulation of Notice, and a display system for the students and the stakeholders. To reduce the post-retirement burden Submission of retirement-related documents through the e-pension portal is provided. Besides this, the college has upgraded Library Automation Software Soul and Koha. For the welfare and hassle-free facilities are provided to the staff and students of the college like Online tax return filing. Passport application, Driving License, Bus and

	<p>Train Pass.Facebook and website are updated from time to time. All the activities are also posted on YOUTUBE.</p> <p>Some teachers are using Google Classroom platform for submission of assignments and study materials are also shared with the students through this platform.</p>
Finance and Accounts	<p>The College uses Govt. of India's Public Finance Management System (PFMS) and has implemented its Expenditure, Advance Transfer (EAT) Module. The College receives grants from DGHE through PFMS and expenditure is recorded thereon. Accounting Software (Tally ERP) for all financial data and management of accounting records is being used. Payroll Software for preparation of Salary, Pension, and other related financial management is used by the related staff. Internet banking is a regular feature for financial transactions.</p>
Student Admission and Support	<p>The admission procedure of college is done through online mode. All the students data is filled into the computer program. This gives a generation of required reports like Student registration return, continuous return, bonafide certificates, number of students admitted according to class/ gender, etc. Whatsapp Group are created class wise for dissemination of information including regular notice to all stakeholders.</p>
Examination	<p>College uses online submission of internal assessment of the students. Seating Plan is prepared on computer for UG/PG exams, data of Absentees are sent online according to the requirement of university. The results of all examinations conducted at the college level on behalf of affiliating University are maintained by the exam department through computer software.</p>

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
Nill	LIST ATTACHED	Nill	Nill	Nill
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)
Nill	LIST ATTACHED	Nill	Nill	Nill	Nill	Nill
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
LIST ATTACHED	Nill	Nill	Nill	Nill
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	61	27	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Staff Quarter, Gratuity, Leave Encashment, ESI, CPF, NPS • Casual Leave, Earned Leave, Maternity Leave, Study Leave, Academic Leave • Health Check-up camp is organized at regular interval • Reimbursement of registration fee for seminars and conferences • Fee concession is given to the wards of faculty members 	<ul style="list-style-type: none"> • Staff Quarter, Gratuity, Leave Encashment, ESI, CPF, NPS • Casual Leave, Earned Leave, Maternity Leave, Study Leave, Academic Leave • Health Check-up camp is organized at regular interval • Fee concession is given to the wards of Non-teaching staff members • Uniform (Summer and Winter) to Class-D employees. ESI, CPF, • Casual Leave, Earned Leave, Maternity Leave, Study Leave, Academic Leave • Health Check-up camp is organized at regular interval • Tea Lunch is provided occasionally • Fee concession is given to the wards of Nonteaching staff members 	<ul style="list-style-type: none"> • Post-matric Scholarship • Fee staff) Concession • Freeship • Book Bank • Bus Pass • Train Pass • Facility to apply for Passport • Facility to apply for Driving License • CCTV Surveillance in the campus to check any untoward incidents • Grievance and Redressal cell in practice for the last 20 years for grievances of students • Helpline Numbers has been displayed on notice

- Uniform (Summer and Winter) to Class-D employees.

6.4 – Financial Management and Resource Mobilization

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

Expenses at the institution are incurred on the following heads. Academic Expenses Student Activities Salaries/Allowances Administrative expenses Student Assistance and Contribution Repairs and Maintenance Other expenses It is a regular practice in Institution to conduct Internal Audit Regularly on half yearly and External Audit annually from an Authorized Chartered Accountant appointed from the panel provided by the Affiliating University. One External Audit done through Director General Higher Education every year for the grants received from their office. University auditors also carry out audits of Amalgamated Fund annually.

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
Governing Body, Tika Ram Education Society	1996158	Management Share of 5 in Grant-in-aid
No file uploaded.		

6.4.3 – Total corpus fund generated

52372827.00

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	Professors	Yes	IQAC
Administrative	Yes	Professors	Yes	IQAC

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

1. The Association conducts meetings twice a year to discuss various problems related to the general welfare of the students to offer constructive suggestions for the smooth and successful functioning of the college work for the welfare of the students and the institution. 2. As per the suggestions of parents, a WhatsApp group is created by each faculty to get updates about the attendance, various activities, and progress of students. 3. The institution has organized various activities to promote better participation of the parents in the various programs of the college to establish a better relationship with the teachers. 4. Feedback on the performance of their wards and the performance of the college are collected in this meeting.

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

1. Regular meetings with supporting staff is one of the regular features of the college to get acquainted with the wellbeing of the staff. 2. Workshop on cleanliness and personal hygiene. 3. Workshop on E-filing of Income Tax returns. 4. Workshop on benefits of ESI, EPF.

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

Workshop on Administrative Skills Whiteboards are installed for dust free teaching The IQAC members prepared a digital platform for the collection of personal and departmental data Website maintenance and degradation is a regular feature AAA conducted Induction and Orientation Program for the New Students

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
Nil	LIST ATTACHED	Nil	Nil	Nil	Nil

[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
Importance of Mother Feeding 25th Oct 2018	25/10/2018	25/10/2018	142	180
Inter College Mehandi Competition	16/02/2019	16/02/2019	14	2
Inter College Declamation on "Beti: Apna Dhan"	27/02/2019	27/02/2019	10	8
International Women's Day Celebration	08/03/2019	08/03/2019	145	125

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

1. 112 bulbs used in the college are LED type, conserving energy. 2. Flood Lights are replaced with LED 100 Watts lights of IP65 standard. 3. Most of the AC are replaced with more energy efficient AC's 4. Old Ceiling fans are replaced with more energy efficient fans.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1

Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Braille Software/facilities	Yes	0
Special skill development for differently abled students	Yes	1
Any other similar facility	Yes	1

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
2018	11	9	Nil	Nil	Nil	Nil	114
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)
Hand Book of Code of Conduct	01/06/2014	Code of Ethics for Students: Since Number of participating students and staff 01/06/2014, A College Book of Moral Code of Ethics is provided to all students and members of the staff at the start of the academic year, which explains the code of conduct and other relevant details to all stakeholders. This book is also available on college website in the tab 'Students Corner.' Service Rulebook Since 16/06/2006, All staff on being appointed are given a copy of the service rule book which clearly outlines expected code of conduct for staff.
Service and Coduct Rules for Teaching and Non-teaching Staff	16/06/2006	Service Rulebook Since 16/06/2006, All staff on being appointed are given a copy of the service

rule book which clearly outlines expected code of conduct for staff. Service and Conduct Rules: Since 16/06/2006, All staff on being appointed are given a copy of the Gazette notification of "Haryana Affiliated Colleges (Security of Service) Rules, 2006. The rules are also available on college website in the tab 'Staff Welfare'.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
LIST ATTACHED	Nil	Nil	Nil
View File			

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

1. Reduction in waste paper generation and paper recycling: The college has adopted a policy to conserve the waste paper and later on, when the stock of waste paper reaches the level where there is left no space for its storage is sold to the local vendor who has a contract with the units engaged in the recycling of the waste paper. In this way, the college not only helps in the recycling of waste paper but also generates some money. Many departments encourage online submission of assignments. Department notices are circulated electronically to the students to prevent printing and waste of paper. 2. Laboratory waste management initiatives Department of Chemistry: All hazardous chemicals were removed from experiments. Experiments consuming safe chemicals are incorporated into the syllabus by the university. To minimize chemicals in effluents and solutions with very low concentrations are taken wherever possible. One lab is dedicated to Green chemistry during the latest syllabus revision to create awareness about environmental safety. All the experiments were designed keeping in mind the twelve core principles of green chemistry. All acids and bases are diluted/neutralized before disposal. Organic solvents are distilled and re-used. Unused samples are recovered and reused. Circulation pumps are used where ever possible. Department of Zoology: Any waste that could produce laceration or puncture injuries is disposed of as SHARPS. Sharps are segregated from other waste. Metal sharps and broken glass are commingled with each other, but not with non-sharp waste. Waste that is to be incinerated is separated from glass or plastics. Biological waste is not commingled with chemical waste or other laboratory trash. Hazardous biological waste is segregated from other biological waste. 3. E-waste management: The Department of Computer Science collects e-waste generated on the campus and sends them for recycling or safe disposal. Old computers are donated to other sister institutions in the neighbouring areas. 4. Energy saved energy generated: College is using electric gadgets, accessories, and types of equipment which are energy efficient to save electricity. 5. Vermicomposting: Garden waste generated is composted at the vermicomposting pit available on campus. The compost generated is used to fertilize the plants on the campus 6. Water conservation: The college has excavated the earth of an area of almost 2 acres and it is lowered to a level to be used as a playground in the rainy season it functions as a makeshift pond and a reservoir with a capacity to store the rainwater not only of the campus but also of the local surrounding

colonies. It's like a lifeline for the surrounding residents. Rainwater is harvested by digging bores in that area.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Chhotu Ram Arya College, Sonipat has a long history of imparting education to the underprivileged and marginalized section of society. The College has constantly remained in tune with the advancement in the field of education as well as societal welfare. Right from its inception, the college amalgamates its mission and vision through innovative and pragmatic methods and approaches. This paper presents two of the best practices that the college has put into practice in current years, especially in the field of social work in the rural area, and co-curricular activities viz. Sports and Cultural activities. In the field of social work, the college has been continuing its long-running program "Adopt a Village". In this direction, during the academic cycle 2017-2018, our college adopted the village Murthal (Sonipat). A seven-day camp was organized in this village from 23.02.2018 to 01.03.2018. In this camp, students were engaged in socially relevant and meaningful activities. Another feature was sensitizing students to the socio-economic problems of our country and inculcating in them a feeling of camaraderie, companionship, empathy, and solidarity. In the orientation program, the college organizes special sessions to counsel girls to encourage them to participate in social, work, sports, and cultural activities. The Second best practice is Co-curricular activities i.e. the promotion of Sports and Cultural activities. Co-curricular activity is a catalyst to fuel learning by inspiring creative acumen, improvizing social and organizational skills, developing interests and talents, and offering the chance to switch off and do something one enjoys and likes. These activities metamorphosis the personality of the students. In college and students have been encouraged to take an active part in Sports and Cultural activities because sports make a healthy body and a healthy body makes a healthy mind, while Cultural activities give confidence and remove stage fear. Sports and Cultural activities have opened new avenues for participants, secondly, Haryana Govt. has launched various schemes for outstanding sportspersons and cultural activities participants in the shape of Weightage of marks and reservation of seats in Class-I, Class II, Class III, and Class-IV cadre. The above two practices are a few of the diversified sets of measures taken by the institution to keep pace with the fast-changing scenario of teaching and learning.

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

<https://www.cracollegesonepat.org/download/bestPractices.pdf>

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

Chhotu Ram Arya College, founded in 1954 is one of the oldest Private Govt. aided colleges in the state of Haryana. This college with a 66-year-old reputation is committed to preserve its rich history and cultural heritage and making it a place of learning that would strive towards a higher degree of excellence in the development of mind and spirit. CRA college is today a multicultural and cosmopolitan institution with a strong determination toward the upliftment of the downtrodden and the marginalized. Following are some of the measures taken by our college for holistic development of the students, especially women whereby they become informed, and skilled and contribute their might for nation building. i. Optimum transparency in the admission of students

and appointment of faculty members. ii. Upholding merit in Academics and beyond Academics as the foremost criterion. iii. Maintenance of work culture. iv.

Discipline coupled with freedom of thought and expression. v. Feeling of National Consciousness. vi. Reservation policy both in admission as well as in teaching posts. To sustain the tag of excellence, College is dedicated to the essence of learning. The college has never a vision to produce bookworms but rather educated youth with healthy bodies and minds. Classroom teaching coupled with Sports and Cultural activities provides the best medium of education to the masses. Students are encouraged to give up all that is dogmatic, respect all religions, and be honest and hardworking. CRA College is the place where a confluence of ideas and practice furthers national progress and growth. They are taught to be courteous towards faculty members, serving humanity and living life with dignity. The reputation of the College has reached every nook and corner of the country which is evident from the good number of applications received during admission. We have students from all over the country and from different walks of life. Financial assistance like post-matric scholarships, fee concession, and book bank assistance is provided to the needy and deserving students of the college. 'Earn while Learn' is one of the key features of our college. This feature shed the parasitic tendency and the financial burden up to some extent.

Provide the weblink of the institution

<https://www.cracollegesonepat.org/>

8.Future Plans of Actions for Next Academic Year

The following are the future plans chalked by the Internal Quality Assurance Cell (IQAC) • To encourage Research Work • New IQAC team has to be formed to carry out the activities. • OBE syllabus has to be updated as per the requirements of the course • Faculty evaluation has to be conducted for odd and even semesters. • Data templates have to be prepared by the IQAC team was shared to furnish the data. • Academic Audit of the departments to be conducted • To hold skill development programme during summer vacations • Summer Camp for the Sportspersons • To hold workshop on the strategies of Question Paper Setting. To set up Central Media Centre. To Sign more MOU's.