

**ALL INDIA JAT HEROES' MEMORIAL COLLEGE,
DELHI ROAD, ROHTAK
Track ID: HRCOGN10227
AQAR 2012-13**

INSTRUCTIONS:

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, all the evidence are to be sent to NAAC to audit and to create an output profile of the institution in relation to NAAC core values on higher education.

This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended. However, incremental growth profile of the institution for every year will be consolidated and the accreditation / reaccreditation process SSR/RAR will be prepared based on the survey response pattern by the concerned institution.

1. Kindly provide the details of the institution

Name of Institution: ALL INDIA JAT HEROES' MEMORIAL COLLEGE

Year of Establishment of the Institution : 1944
Address Line 1 : DELHI ROAD
Address Line 2 : NH 10
City/Town : ROHTAK
State : HARYANA
Postal Code : 124001
Email Address : aijhmcollegerohtak@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/Reaccreditation : 2003
Current Grade : B+
CGPA : 2.8

3. Institutional Status : Affiliated Permanent

4. Contact Person Details

Name of Head of Institution : DR. S.K. MALIK
 Contact Phone : 09992000182
 Email : principal@jatcollegerohtak.org
 Website URL : www.jatcollegerohtak.org
 Name of IQAC Coordinator : DR. SANGEETA DALAL
 Email : sdalalajhm86@gmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.) : 5
 Post Graduate (MA/M.Sc./M.Com etc.) : 6
 Research Programmes (M.Phil/Ph.D) : 0
 Certificate Programmes : 1
 Professional Programmes (B.Tech/M.Tech/ : 0
 B.Ed/M.Ed/Medicine/Pharmacy/
 Paramedical/Nursing etc)
 Other value added programmes : 0
 Any other programme offered (Specify) : 0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year : 0
 New programmes designed : 2
 Programmes under revision : 0
 Interdepartmental collaborative programmes : 0
 Inter institutional collaborative programmes : 0
 Number of review committee : 0
 Recommendations implemented (Total)
 Number of NAAC peer team : 4
 Recommendations implemented
 Number of UGC/any other expert committee: 0
 Recommendations implemented
 Number of review committee : 0
 Recommendation under implementation
 Number of NAAC peer team : 2
 recommendations under implementation
 Number of UGC/ any other expert committee: 0
 recommendations under implementation

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms	: 121
for all programmes	
Total faculty on rolls	: 61
Faculty added during the year	: 0
Faculty positions vacant	: 20
Faculty left during the year	: 0
Total number of visiting faculty	: 0
Total number of guest Faculty	: 53

8. Qualification of Faculty

Ph.D and Above	: 54
M.Phil	: 39
Masters	: 114
Any other (Specify)	: 0

9. Faculty qualification improvement

Ph.D awarded to existing faculty	: 4
M.Phil awarded to existing faculty	: 0
Any other degree awarded to existing faculty:	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	: 47
Administrative staff (Actual strength)	: 29 (Permanent) + 52 (Temporary)
Added during the year of reporting	: 0
Left during the year	: 0
Number of posts vacant	: 18

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff	: 0
(Total sanctioned strength)	
Technical Support Staff (Actual strength)	: 1
Added during the year	: 0
Left during the year	: 0
Number of posts vacant	: 0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC : 2009

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members : 11

Number of Alumni in IQAC : 2

Number of Students in IQAC : 0

Number of Faculty in IQAC : 7

Number of Administrative Staff in IQAC : 1

Number of Technical Staff in IQAC : 0

Number of Management Representatives : 1

Number of External experts in IQAC : 1

Number of any other stakeholder and : 0

Community representatives

14. IQAC Meetings

Number of IQAC meetings held during : 4
the year

15. Whether Calendar of activities of IQAC formulated for the academic year? Yes**16. IQAC Plans for Development (Enter a number; 0 for nil)**

Number of academic programmes : 2
proposed

Number of value added programmes : 0

Proposed

Number of skill oriented programmes : 0
proposed

Number of faculty competency and : 2
development programmes proposed

Number of other staff development : 2
Programmes proposed

Number of student mentoring programmes : 1
proposed

Number of co-curricular activities proposed : 20

Number of inter departmental cooperative : 2
schemes proposed

Number of community extension : 4
Programmes proposed

Any other programmes proposed (Specify) : 0

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	: 0
Number of value added programmes implemented	: 0
Number of skill oriented programmes implemented	: 0
Number of faculty competency and development programmes implemented	: 1
Number of other staff development Programmes implemented	: 1
Number of student mentoring programmes implemented	: 1
Number of co-curricular activities implemented	: 24
Number of inter departmental cooperative programs implemented	: 1
Number of community extension Programmes implemented	: 2
Any other programmes suggested that are implemented (Specify)	: 0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/conferences/ workshops organized by IQAC within the institution	: 0
Number of participants from the institution	: 0
Number of participants from outside	: 0
Number of external experts invited	: 0
Number of external conferences/seminars/ workshops on institutional quality attended	: 0
Number of events conducted with IQACs of other institutions as collaborative programmes	: 0

19. Did IQAC receive any funding from UGC during the year? Yes

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC (Input 0 if NA/NIL) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	: 0
Amount Received from any other source including the college management	: Rs. 80,000

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- The recommendation of IQAC to incorporate and reinforce the five core values espoused by NAAC: (i) Contributing to National Development (ii) Fostering Global Competencies among students (iii) Include a value system among students (iv) Promoting the use of technology (v) Quest for Excellence; in the educational services and development process of the institution.
- In the light of the above many crucial administrative and financial decisions were taken.
- IQAC decision to constitute many committees and cells to ensure maximum involvement and participation of staff in “Quality initiative, Quality sustenance and Quality enhancement” required for the institutional development was implemented.
- Alumni Meet was held
- Parent-Teachers Meet was held
- Annual Prize Distribution Function was held
- Press Liaison Committee was formed for better & effective coverage of the College activities in Media.
- Every Department organized Intra-College and Inter-College competitions & events.
- Many Lectures by subject-experts, eminent personalities & press were organized.
- The use Information and Communication Technology was promoted through a committee formed specifically for the task. Funds were generously provided and a large number of Computers and Printers were purchased.
- IQAC office was established in centrally located room, adjacent to Staff Room and was well equipped with computer, Printer, Scanner, A.C., Almirahs.
- The suggestion of IQAC to gradually move towards use of ICT for communication administration and data management was implemented.
- Presently 26 computers, 3 photo copier and 12 printers are being used for above mentioned purposes.
- Office Automation has been introduced to computerize admission process & data management of students’ records, salaries, PF record.
- The college is moving towards gradually adopting ICT – enabled administrative and financial processes.
- Perspective Plan for Development as propounded by IQAC was approved by the Management and in the process of implementation.
- Annual Calendar as prepared by IQAC was approved and is in the process of implementation.

- Re-allotment and allotment of spaces for various units for better utilization of available infrastructure was approved and implemented.
- Email account was made mandatory for Teaching as well as Non-Teaching Staff.
- Research Promotion Cell, well equipped with a ICT resources was established as a separate unit in the College, to reinforce emphasis on Research.
- Research Scholars Reading Room was established in the Central Library.
- Feedback questionnaires, proformas were generated & feedback was collected from all the stake holders: students, hostellers, parents and alumni in feedback proformas.
- Many lectures were delivered and meetings were held to disseminate information on the various quality parameters of higher education.
- Prospectus was redesigned and rewritten to highlight the proposed and planned Quality initiatives and Quality enhancement measurements.
- A large number of Proformas were generated to ensure timely, efficient and progressive performance of academic extra-curricular, administrative and financial task.
- The large numbers of committees were categorized into five basic categories; and were given a code number to ensure better governance.
- A procedure was established to documentation of the various programs/activities, as every Departmental and Cell was directed to maintain the record of the activities undertaken.
- In the Perspective Plan for Development (2012-13) IQAC initiated the proposal for MA in Geography & M.Com.
- IQAC generated, issued and collected Self Appraisal Proforma from the staff members.
- Achievers Information Sheet Proforma was recorded about the achievers in the academic field. Achievers Information Committee comprising the faculty members was formed to glean information about.
- Achievers in academics were honored and awarded handsome cash prizes in the Annual Prize Distribution Function.
- Library Quality Assurance Committee has been formed to ensure development of the library to keep pace with the dynamic academic quality enhancement endeavors of the staff and students. Library facilities were shored up.
- Feedback from students on the quality of the academic ambience and suggestions improvement were invited and incorporated in the Perspective Plan of Development. Student Feedback Proformas were generated, issued and collected by the feedback cell of IQAC.
- The Departments of the college were motivated to take up departmental academic and curricular activities more vigorously. IQAC generated and

proformas to ensure speedier implementation of academic and curricular activities and to help maintain data of the departmental activities. To enhance the interest of the students in the subjects, lectures by press and experts were arranged.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes : 0
developed or designed by faculty
Number of faculty members involved in : 6
Curriculum restructuring/revision/syllabus
development
Number of programmes in which evaluation : 0
Process reformation taken up and
implemented
Number of active teaching days during the : 180
Current academic year
Average percentage of attendance of students: 75
Percentage of classes engaged by guest : 40
Faculty and temporary teachers
Number of self financed programmes offered: 9
Number of aided programmes offered : 3
Number of programmes discontinued : 0
during the year

23. Whether any systematic student feedback mechanism is in place? Yes

24. Feedback Details (If answer to Question 23 is Yes)

Percentage of courses where student : 100%
feedback is taken

25. Is feedback for improvement provided to the faculty? Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects : 0
undertaken during the year
Number of minor research projects : 0
undertaken during the year
Number of major ongoing projects : 1
Number of minor ongoing projects : 0

Number of major projects completed	: 1
Number of minor projects completed	: 1
Number of major project proposals submitted for external funding	: 0
Number of minor project proposals submitted for external funding	: 0
Number of research publications in peer reviewed journals	: 0
Number of research publications in International peer reviewed journals	: 24
Number of research publications in national peer reviewed journals	: 28
Number of research papers accepted for publication in international peer reviewed journals	: 24
Number of research papers accepted for publication in national peer reviewed journals	: 28
Average of impact factor of publications reported	: 0
Number of books published	: 6
Number of edited books published	: 0
Number of books (single authored) published	: 0
Number of books (coauthored) published	: 6
Numbers of conferences attended by faculty	: 23
Number of international conferences attended	: 0
Number of national conferences attended	: 23
Number of papers presented in conferences	: 15
Number of papers presented in international conferences	: 0
Number of papers presented in national conferences	: 15
Number of conferences organized by the institution	: 0
Number of faculty acted as experts resource persons	: 0
Number of faculty acted as experts resource persons international	: 0
Number of faculty acted as experts resource Persons national	: 0
Number of collaborations with international institutions	: 0
Number of collaborations with national	: 0

institutions

Number of linkages created during the year	: 0
Total budget for research for current year as a percentage of total institution budget	: 0
Amount of external research funding received in the year	: 1021214
Number of patents received in the year	: 0
Number of patents applied for in the year	: 0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	: 0
Number of PhDs awarded during the year	: 3
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	: 0

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various Courses (Sanctioned)	: 4470
Actual enrollment during the year	: 5900
Student dropout percentage during the year	: 8
Success percentage in the final examination across the courses	: 83
Number of academic distinctions in the final examination and percentage	: 3
Number of students who got admitted to institutions of national importance	: 0
Number of students admitted to institutions abroad	: 0
Number of students qualified in UGC NET/ SET	: 3
Number of students qualified GATE/ CAT/ Other examination (Specify)	: 0

28. Does student support mechanism exist for coaching for competitive examinations? No

29. Student participation, if response is yes to Qn. 28

Number of students participated : 0

30. Does student counseling and guidance service exist? Yes**31. Student participation, if answer to Qn. 30 is yes**

Number of students participated : 1000

32. Career Guidance

Number of career guidance programmes : 4
organized

Percentage of students participated in career : 70
guidance programmes

33. Is there provision for campus placement? No**34. If yes to Qn. 33**

Number of students participated in campus : 0
selection programmes

Number of students selected for placement : 0
during the year

35. Does gender sensitization program exist? Yes**36. If Answer is Yes to Qn. 35**

Number of programmes organized : 3

37. Student activities

Number of students participated in external : 65
cultural events

Number of prizes won by students in : 10
external cultural events

Number of cultural events conducted by the : 4
Institute for the students

Number of students participated in : 4
International sports and games events

Number of students participated in national : 27
level sports and games events

Number of students participated in state level: 108
sports and games events

Number of students participated in university: 346
level sports and games events

Number of prizes won by students in : 3

International sports and games events	
Number of prizes won by students in national level sports and games events	: 8
Number of prizes won by students in state level sports and games events	: 45
Number of prizes won by students in university level sports and games events	: 90
Number of sports and games events conducted by the institute for the students	: 28

38. Composition of students

Percentage of Scheduled Caste	: 4
Percentage of Scheduled Tribe	: 0
Percentage of other backward communities	: 7
Percentage of women students	: 36
Percentage of physically challenged	: 0
Percentage of rural students	: 60
Percentage of urban students	: 40

39. Scholarships and Financial Support

Number of students availing financial support from the institution	: 85
Amount disbursed as financial support from the institution	: 1629723
Number of students awarded scholarship from the institution	: 30
Number of students received notable national/international achievements/recognition	: 11

40. Student initiatives

Number of community upliftment Programmes initiated by students	: 1
Number of literary programmes initiated by students	: 1
Number of social action initiatives based on science / environment initiated by students	: 2
Number of student research initiatives	: 0

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created? Yes

42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored? Yes

43. Whether benchmarking is created for institutional quality management efforts? Yes

44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Continuous Internal Assessment.
- Self Appraisal Report by faculty members.
- Educational Excursions.
- Regular monitoring of students attendance.
- Academic Audit.
- Academic Expansion.
- Expansion of Infrastructure.
- Use of ICT.
- Zealous promotion of Sports on an extra ordinary level.
- Promotion of co-curricular activities.
- Vibrant 5 NSS Units.
- Students Feedback.
- Alumni Feedback.

45. Is a Management Information System (MIS) in place? Yes

46. If answer to question 45 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance

2. Student admission

3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(enter the respective details corresponding to the serial numbers)

- Salary, Taxes, Fees, PF.
- Student Admission through Office Automation.
- Student Records through Office Automation.
- Internal Evaluation and Roll Numbers issued through ICT.
- CCTV Cameras were installed.

47. Existence of learning resource management

	Yes	No
E-database in library ICT and smart class room	Yes	
E-learning sources (eBooks, e-Journals)	No	
Production of teaching modules	No	
Interactive learning facilities	No	

48. Internal resource mobilization: Kindly provide the amount contributed

Research	: 0
Consultancy and training	: 0
Student contribution	: 2,27,11,985.00
Alumni contribution	: 200000
Well wishers	: 0

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development:	2222748
Amount spent for student welfare	: 21,11,253.00
Amount spent for staff welfare	: 60,411.00

50. Is delegation of authority practiced? Yes**51. Does grievance redressal cell exist?**

	Yes	No
Faculty	Yes	
Students	Yes	
Staff	Yes	

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	: 0
Number of grievances resolved	: 0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	: 4
Number of grievances resolved	: 4

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	: 1
Number of grievances resolved	: 1

55. Has the institution conducted any SWOT analysis during the year? Yes

56. The SWOT analysis was done by internal or by external agency?

Internal Agency

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Excellent reputation, conducive academic ambience, prime location, attracts a large number of students, majority rural – presently around 8000, highest enrolment science faculty in Haryana.
- Dynamic President, Visionary Management, dedicated Principal and Committed highly qualified Staff.
- Flourishing 6 P.G. Courses – M.Sc. (Mathematics, Physics, Chemistry, Computer Science) & M.A. (Journalism & Mass Communication, English)

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Being an affiliated College, it has to confront controlled and restrictive procedures to start new courses and diplomas.
- Restrictive M. D. University policies, limited funds, facilities and resources for Research.
- Majority of the students are poor socio economic background and distance areas and are first generation learners.

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Prime location of the College and conducive academic ambience attracts large number of students.
- Large number of rural particularly girl students in science streams in UG as well as PG Courses, presents a marvelous opportunity for girl empowerment and subsequently contribute towards development of the community and the Nation.
- The culture of excellence in sports offers the students opportunity to excel in sports and gain employment through sports quota and make a mark at National & International Sports Level.

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Highest student enrolment of students lacking in scientific & communicative skills being from the poor socio economic background demands extra efforts and is very challenging.

- The course contents over which the College has no say fall short of the demands and expectations of the perspective employers from service sector, corporate world and industry etc. Curriculum content should keep pace with the recent trends and changes: Nationally as well as globally.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

Interaction with Stake-holders

- Alumni Meet was held
- Parent-Teacher Meet was held.
- Students-Teacher Meet was held.
- Press Liaison Committee was formed for better & effective coverage of the College activities in Media.
- Feedback questionnaires, proformas were generated & feedback was collected from all the stake holders: students, hostellers, parents and alumni in feedback proformas. Suggestions for improvement were invited and incorporated in the Perspective Plan of Development.
- Prospectus was redesigned and rewritten to highlight the proposed and planned quality initiatives and quality enhancement measurements.

Domain of Academics

- The College has spectacular strength of around 6000 students.
- Every Department organized Intra-College and Inter-College competitions & events.
- Many Lectures by subject-experts, eminent personalities & peer were organized.
- Teacher's Diary was introduced.
- In the Perspective Plan for Development (2012-13) IQAC initiated the proposal for MA in Geography & M.Com., subsequently MA Geography and M.Com were introduced from the current session.
- Achievers Information Sheet Proforma was recorded about the achievers in the academic field. Achievers Information Committee comprising the faculty members was formed to glean information about.
- Achievers in academics were honored and awarded handsome cash prizes in the Annual Prize Distribution Function.

Promotion of ICT

- The use Information and Communication Technology was promoted through a committee formed specifically for the task. A large member of computers and printers were purchased and installed & funds were generously provided.

- Email account was made mandatory for Teaching as well as Non-Teaching Staff.
- ICT training was conducted for the staff.
- The institution gradually moves towards use of ICT for communication administration and data management was implemented. Presently 26 computers, 3 photo copier and 12 printers are being used for above mentioned purposes.
- Office Automation has been introduced to computerize admission process & data management of students' records, salaries, PF record.

Reinvigoration of IQAC

- Well equipped IQAC office was established in centrally located room, adjacent to Staff Room.
- Perspective Plan for Development as propounded by IQAC was approved by the Management and in the process of implementation.
- Annual Calendar as prepared by IQAC was approved and is in the process of implementation.

Augmentation of Infrastructure

- Re-allotment and allotment of spaces for various units for better utilization of available infrastructure was approved and implemented.
- A large numbers of books were purchased for Library and Departmental Libraries.
- Major Repair & Renovation Projects including white wash of the buildings were taken up.
- Furniture and almirahs were purchased on large scale.
- A new wing in the Girl Hostel was added to ensure proper facilities for education of rural girls.
- Hostels have been provided with Study Halls, Computers with Internet and Libraries.
- CCTV Cameras were installed in the College Campus.
- Renovation of Auditorium is in progress.
- An International standard Indoor Shooting Range is under construction.

Promotion of Research

- Research Promotion Cell, well equipped with ICT resources was established as a separate unit in the College, to reinforce emphasis on Research.
- Research Scholars Reading Room was established in the Central Library.

Institutional Responsibility

- Many health checks up, Blood Donation & Eye donation pledge camps were held.

Environment Protection

- Tree Plantation Drive was taken up and more than 200 trees were planted.

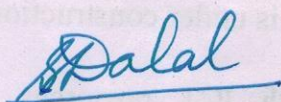
- Green Champions Society was formed which conducted Green Audit and maintained a green ledger.

Administration

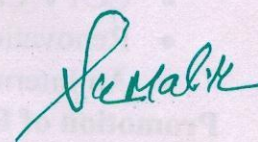
- The large numbers of committees were categorized into five basic categories; and were give a code number to ensure better governance.
- A procedure was established to documentation of the various programs/activities, as every Departmental and Cell was directed to maintain the record of the activities undertaken.
- Self appraisal proformas were filled by the staff members.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- Re-accreditation and Re-assessment by NAAC offers much required opportunity for self analysis and introspection.
- It adds momentum to the quality initiatives and a fillip to quality enhancement.
- It reinforces the institutions commitment to quality sustenance.
- It shakes the institution out of complacency and propels them into action in pursuit of quality education.
- It creates awareness regarding the relevant and contemporary issues of Higher Education.
- It focuses the attention and ensures optimum utilization of the resources of institution on highly relevant five core values crucial for Higher Education.
- It reinforces the quality culture in the institution.
- It motivates the institution to pursue excellence continuously and aspire for better grade.



**Dr. Sangeeta Dalal
(IQAC Co-ordinator)**



**Dr. S.K. Malik
(Principal)**