



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		MANOHAR MEMORIAL COLLEGE OF EDUCATION
Name of the head of the Institution		Janak Rani
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01667220136
Mobile no.		9254100244
Registered Email		mmce123@yahoo.com
Alternate Email		mmce0123@gmail.com
Address		Manohar Memorial College of Education, Sirsa Road, Fatehabad
City/Town		Fatehabad
State/UT		Haryana
Pincode		125050

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Gunjan Bajaj
Phone no/Alternate Phone no.	01667220136
Mobile no.	9996061913
Registered Email	shonimareet@gmail.com
Alternate Email	mmce123@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	_https://www.mmcollegeofeducation.com/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.mmcollegeofeducation.com/academic-calender/

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.79	2012	21-Apr-2012	20-Apr-2017

6. Date of Establishment of IQAC	20-Sep-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
computer literacy program	20-Mar-2017	29

	30	
Personality development workshop	02-May-2017 7	273
Storytelling workshop	21-Apr-2017 01	254
Extension Lecture on Action Research	13-Feb-2017 04	228

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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
N/A	N/A	N/A	2017 00	0
No Files Uploaded !!!				

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)

One month computer course Personality development workshop Inter college competition Youth Red Cross Camp

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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	Achievements/Outcomes
<p>IQAC organizes quarterly meetings to enhance the quality of the institution. Faculty orientation program will be conducted to discuss the Academic and Activity Calendar for the upcoming session. Various extension lectures and workshops will be organized to enhance the life skills and teaching skills of pupil teachers. Community Care Club will organize a health checkup camp in the adopted village Bhirdana. Students will be encouraged to participate in the youth festival organized by our affiliating university. Various competitions and cultural programs will be organized. One month Computer course will be arranged by ICT club to inculcate the ICT skills among pupil teachers. Sports related activities will be organized to improve the physical health of the students. A Personality Development workshop will be organized by the psychology club. Awareness programs about the importance of Vote will be conducted. Road safety Awareness programs will be conducted. Gender sensitivity programs will be organized by the women cell.</p>	<p>We have organised all our activities as per the plan of Action</p>
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	04-Apr-2012
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	19-Jun-2017
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curriculum of any programme is designed by our University. We are not free to design our own syllabus. Even the revision and up gradation of the syllabus is the prerogative of the University. We have to follow the syllabus designed by the affiliating University. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. IQAC prepares academic Calendar of the year. At the beginning of each academic session, we prepare our proposed academic calendar. Time Table committee designs Time Table for all the programs as per the University norms. It is displayed on notice board. Teachers are informed about their workload and courses (Subjects). Teachers refer to the standard reference books prescribed by the University along with latest information available through online and other resources for effective implementation of curriculum. Besides, the use of other teaching methods like Group Discussion, Test Exam, Demonstrations, Debates, Power Point Presentations, Field Visits, Assignments are used for effective curriculum implementation. Based on Annual Exam result analysis of every course corrective measures are suggested by IQAC and bridge courses and remedial lectures are conducted if required. Academic review and feedback is taken periodically. Concerned authorities conduct regular meetings to review the difficulties faced while teaching. Computer Literacy Program, Personality Development Programs, Workshop and Value Added Course are introduced during the Academic Session by the IQAC Cell. Academic Cell conducts guest lecture, Placement Cell guides the stakeholders about competitive examinations. The faculty members of the college can give suggestions to the BOS. They attend workshops and seminars time to time, learn and implement effective teaching methodologies. Teachers update themselves with the current research and teaching techniques and hence, teach effectively.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
Basic Steps in Psychological Counselling	06/09/2016	35
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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
BEd	Internship of weeks	142
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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
<p>The Institution collects feedback on curriculum aspects from different stakeholders such as students, alumni, teachers, parents and employers. Feedback collected from stakeholders is analysed and based on the outcomes, modifications are made pertaining with respect to various aspects such as curriculum, teaching-learning process, teaching internship and assessment. The progress of any institute, especially a college, depends upon a well-structured feedback system. A feedback provides right information for the further development. It plays a vital role as an eye-opener for all the stakeholders. To implement the feedback system, it requires a thorough preparation. In the academic session, the feedback has helped the individuals and organization as a whole to improve the performance and effectiveness of the Institution. The information provided by the faculty members is kept confidential and used for improving and upgrading the performance of the institute. Feedback is vital as it aids to gauge the effectiveness of the Institution as a whole. Suggestions box is installed in the college premises so that any individual can give suggestions confidentially. Students and their guardians can extend their valuable suggestions to the Management by the email. Students, their guardians, alumni and distinguished personalities of the vicinity of the college can contribute in the development and progress of their institution by giving their valuable suggestions and criticism to the management through email.</p>

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
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BEd	N/A	200	0	200
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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
2016	348	0	20	0	0

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
19	19	58	2	0	0

[View File of ICT Tools and resources](#)

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

A mentors work is very wide ranging particularly in college where a teacher is besides teacher she or he is friend, guide and to an extent have parental role. Students in higher education are involved in wide varieties of activities and most of the graduate class students take active part in extra-curricular activities. These activities are looked after by teacher or group of teachers. These Teachers act as their mentors and provide necessary support to students. Graduate students actively participate in fragmented activities like sports and games and cultural activities and for considerable duration they work under the guidance of teachers, these activities provide excellent opportunities to all concerned to closely interact. Thus a very effective system of mentoring is in existence in the campus. Students also interact with the faculties when they are in Long or short tours undertaken by the College owing to full fill academic commitments. The mentoring system is very effective for entire students who are taking admission first time as they are new to college culture. Faculty mentors play a crucial role in mentoring graduates. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. For graduate students, a mentor is someone who serves as a guide throughout their institutional training. They provide both professional and personal advice to the students. They further give constructive feedback on writing, teaching and other elements of career design. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times. Each faculty member is the mentor of a group of 10 students allocated to him/ her by the Principal of the College. Those faculties will continue to be the mentors for the same group of students till their Course completion. The teacher mentor collects personal information from the ward without touching sensitive issues or forcing any information out of the wards and then provides the needed counseling to the wards. Issues are brought to the notice of the Principal of the College. The teacher meets the wards informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Principal of the College for reference purposes. When the students enter the college, they get lost in the crowd with too many students in the same class coming from different backgrounds these students face stress of complex course, peer pressure, and emotional immaturity. Therefore, it is the need of the hour to intervene and introduce mentorship program to this vulnerable group.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
348	20	1:17

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
31	20	11	0	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Mr. Lalit Kumar	Assistant Professor	Appreciation letter received from Superintendent of Police Fatehabad for successful conducting of Road Safety Quiz Competition at District Level in 2016.
2017	Mr. Lalit Kumar	Assistant Professor	Commendation Certificate received with cash rewards Rs.3000/- Inspector General of Police, Hisar Range for successful conducting of Road Safety Quiz Competition at Range Level on 11-01-2017.
2017	Mr. Lalit Kumar	Assistant Professor	Certificate of Appreciation received from Director General of Police, Haryana Panchkula for successful conducting of Road Safety Quiz Competition at State Level on 19-01-2017.
2017	Mr. Lalit Kumar	Assistant Professor	Awarded by District Administration Fatehabad on the occasion of Republic Day 2017.

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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
BEd	5410	First Year	06/07/2016	06/11/2017
BEd	5410	Second Year	06/07/2016	07/11/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous internal assessment evaluation of the students is an integral part of the teaching-learning process. The students have been encouraged continuously to study sincerely for the improvement of their performance in our college. The college has an examination committee to carry out the effective implementation of internal assessment and college examination. The examinations evaluation process are conducted by the University in the end of each year.

Declaration of the result is time bound programme. The college has also implemented various reforms in internal evaluation system. At the beginning of each Session, the students are instructed about the syllabus and evaluation process. The formative approach to evaluate student's achievements includes various academic activities, e.g. Seminars Presentation, Group Discussion, House Exams, Assignments and Project Submission etc. The Students knowledge of the subject is evaluated on the basis of their presentation skill, communication skill and language fluency. The House Exams are conducted which includes subjective and objective type questions. The students are asked to submit home assignments within proper time schedule. Group discussion is arranged by the faculty in the class room. The examination committee plans and implements internal assessment process to evaluate the students' performance prior to university examination. The internal examination schedule is coordinated with the academic calendar. The college takes care to maintain the confidentiality in the work of internal examination process. Whenever there is a change in the evaluation method as per direction of university, it is communicated to the faculty by circulating a copy of the university direction. The utmost care is taken for the maximum attendance of the students. The results of the internal examinations are published as early as possible. The concerned subject teachers conduct a personal interface meeting with the students. The students are apprised of their strength and weaknesses for further improvement. The results are analyzed to identify slow and advanced learners. The IQAC monitors the evaluation process in its meetings and provides suggestions for improvement.

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

Academic calendar is decided by the University and executed by the college. An activity calendar of the college is prepared by the committee as per the academic calendar provided by the University at the beginning of the academic session. It is a very useful document, which contains important dates of various curricular and extra - curricular activities to be followed in that academic year. It helps and guides the students and the teacher. Once the activity calendar is prepared, it is distributed among the teachers. All the committees have to follow this calendar. The Principal monitors the implementation of the academic and activity calendar. Admission date, examination forms submission date, examination dates are decided by the

University itself. Academic work is governed under a master time table. Leave calendar is decided by the college administration according to the directions of State Government, Local administration and University. Summer break and winter break are decided by the University itself because it depends on examination schedule.

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.mmcollegeofeducation.com/learning-objectives/>

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
5410	BEd	First Year	182	179	98.35
5410	BEd	Second Year	139	136	97.84

[View Uploaded File](#)

2.7 – Student Satisfaction Survey

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

<https://www.mmcollegeofeducation.com/sss-2/>

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	00	00	Nil	Nil

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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
Workshop on Story Telling	English Literary Association	13/03/2017
7 Days Workshop on Personality Development	Psychology Club	02/05/2017

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
N/A	N/A	N/A	Nil	0

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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
0	0	0	0	0	Null
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	04	00

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	B.Ed	2	2.5

[View Uploaded File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Kavita Rani (B.Ed) Chapter	1

[View Uploaded File](#)

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
0	0	0	Null	0	0	0

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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
0	0	0	Null	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	2	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
Youth Red cross camp	Distt Red Cross society	4	26
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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
0	0	0	0
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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
0	0	0	0	0
No file uploaded.				

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
0	0	0	0
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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
Real Teachong	B.Ed Internship	Apex Public School, Fatehabad, (9540555706)	10/08/2017	01/12/2017	20
Real Teaching Experience	B.Ed Internship	Shanti Niketan High School, Fatehabad (0 1667-222820)	10/08/2017	Null	15
Real Teaching Experience	B.Ed Internship	Bal Bharti Sr. Sec. School	Null	Null	17

		,Fatehabad, (9315652975)			
Real Teaching Experience	B.Ed Internship	Sharda Sr.Sec. School ,Fatehabad (016667-225500)	Nil	Nil	15
Real Teaching Experience	B.Ed Internship	Guru Teg Bahadur,Bighar, (8901596667)	Nil	Nil	15
Real Teaching Experience	B.Ed Internship	Govt. High School,Bhima Basti, Fatehabad (9992312385)	Nil	Nil	6
Real Teaching Experience	B.Ed Internship	Govt. Girls Sr. Sec. School, Ratia (9416042549)	Nil	Nil	5
Real Teaching Experience	B.Ed Internship	Govt. Girls. Sr sec. School, Fatehabad, (9416104966)	Nil	Nil	4
Real Teaching Experience	B.Ed Internship	Guru Jambheshwar School, Dhanger, (79882249550)	Nil	Nil	10
Real Teaching Experience	B.Ed Internship	Om Niwas High School, Fatehabad, (9466249533)	Nil	Nil	15
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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
0	Nil	0	0
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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
0.25	0.15

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBINFOSOFT	Fully	1	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12782	194425349	129	32109	12911	194457458
Reference Books	615	Nil	8	Nil	623	Nil
Journals	12	242961	12	24014	24	266975
CD & Video	274	Nil	4	Nil	278	Nil
Library Automation	1	20000	Nil	Nil	1	20000
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

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	42	34	42	42	2	3	3	30	0
Added	0	0	0	0	0	0	0	0	0
Total	42	34	42	42	2	3	3	30	0

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

0 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

No Data Entered/Not Applicable !!!

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
4.2	3.79	14.4	13.95

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 a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensure the proper maintenance and utilization of the facilities as per the allocation of the budget.

1 Maintenance of Academic Facilities • The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the various incharges of the committees and the IQAC. • IQAC places the requisition to the Principal and then the Principal forwards the issues to the Governing Body/ Finance Committee based on the requirements as per relevance. • On production of proposal and budget for organizing seminars and workshops, the college allows funds and for National/ International Level , these are forwarded to relevant agencies for necessary actions. • Proper stock register is maintained after the purchase.

2 Maintenance of Physical Facilities • The maintenance of the physical facilities are looked after by the committees. The regular cleaning of the classrooms and laboratory, for any other maintenance related to electricity, plumbing, lab machineries, auditorium, playground, building, hostel, gymnasium and canteen, the committees in coordination with the office arranges everything according to the demands raised by various units.

3 Campus Cleaning • The cleaning and gardening staff are in charge of keeping the campus (including classrooms, laboratories and playground clean) clean. • Eco Committee looks over the overall beautification of the college.

4 IT infrastructure / Computer Facilities • Maintenance and upgradation of the IT infrastructure are done by ICT Cell. • College has high performance server for numerical simulation / digital computation. • Teachers are given training to ensure optimal utilization of ICT facilities.

5 Sports Facilities • The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. • The Gymnasium is maintained and monitored by the staff and Gymnasium Committee where the students regularly visit in the morning on all working days.

6 Laboratory Facilities • The laboratory equipment is maintained by the concerned Lab Incharges. • Chemicals, glassware and other instruments are maintained in the stock register by the concerned labs.

7 Library Facilities • The library committee maintains the existing books and takes decisions about buying new books as per allocation of funds and demand of the books provided by the Faculty members and students.. Major decisions regarding the purchase of books, service hours are taken in the Library Committee meeting. • Sufficient staff are engaged in the library for proper functioning and maintenance.

<https://www.mmcollegeofeducation.com/policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship by Donors	17	31700
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

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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
Story Telling Workshop	13/04/2017	298	English Literary Association
Language Lab	05/09/2016	64	Language Lab of M.M. College of Education
Mentoring	03/09/2016	345	Mentors of M.M. College of Education

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Role of counselling in the life of would be teachers	200	200	13	6

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
-----------	------------

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
The Olive School	20	5	Nil	Nil	Nil
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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	Department graduated from	Name of institution joined	Name of programme admitted to
2016	10	B.Ed	MMCE	MMPG College	MA, M.Sc, M.Com, M.Ed.
2016	6	B.Ed	MMCE	CMG College	MA, M.Sc, M.Com, M.Ed.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
Any Other	4
Any Other	3
Any Other	4
Any Other	6
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Athletic Meet	College Level	42
Inter College Sports Meet	Cross Country Tournament	1
Basket Ball Inter college Meet	Inter Collegiate Tournament	14
Talent Search Competition	College Level	50
Get Together Party	College Level	180
Diwali Celebration Competition	College Level	20
Inter College Quiz Fine Art Competition	Inter College	40
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5.3 – Student Participation and Activities

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

Year	Name of the	National/	Number of	Number of	Student ID	Name of the
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award/medal	Internaional	awards for Sports	awards for Cultural	number	student
No Data Entered/Not Applicable !!!					
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

N/A

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association of our College is Registered with District Registrar of Firms Societies, Fatehabad on 08th Dec. 2011

5.4.2 – No. of enrolled Alumni:

253

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings has been organised. 1) 22nd Sep. 2016 2) 12th Jan 2017 Meeting has been done on the following agenda- 1 Registration of Alumni. 2 Regarding Carrier Opportunity 3 Regarding Alumni Lecture 4 Regarding memories and experiences

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 governance of the college is reflective of and in tune with the vision and mission of the college. The objective of the college is to have an all round development of all the stakeholders i.e. the alumni, the faculty members and the students. The vision and mission of the college reflects the outcome of students and faculty members based on their participation in curricular and co-curricular activity at the college which in turn transforms the students for effective participation at all levels, technically and socially. The leadership is providing all the necessary guidelines and planning for smooth running of the college. The college follows a hierarchical tree like structure where the roles and responsibilities of every individual is defined. The governing body provides a transparent environment which promotes healthy communication and zeal to work towards betterment of organization. Vision: To prepare professionally competent teacher equipped with application of modern technologies for a global and knowledge-driven society coupled with ethical and spiritual values rooted in Indian Culture. Mission: • Expanding mental and intellectual horizons while encompassing emerging disciplines of knowledge. • Development of global vision in future teachers to face new challenges. • Preparing excellent human resource for the development of the country. • Inculcating ethical base and spiritual consciousness rooted in Indian culture The Principal is the Head of the college and she ensures that the proper conditions created for the smooth functioning of the all academic activities, she periodically convene the meetings with the incharges of various committees where ideas are exchanged, made decisions for better infrastructure and

improvement of academic performance of the students. With help of IQAC and various committees, she formulates various committees like RD committee, Anti ragging committee, grievance redressal committee etc which makes decentralization work and collectively responsibility. IQAC classifies academics works and she owes the authority of deciding the activities and delegating the responsibilities to the staff members. She appoints the academic coordinators, class teachers and mentors who provide academic support, guidance and maintains the database of students, keep track the progress of the students and communicate the students progress to the their parents. All the academic works are decentralized and decisions are taken based on discussion and deliberation in the departmental meeting with all the stakeholders.

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

No

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	Our college is affiliated to Chaudhari Ranbir Singh University. The college has to follow the curriculum designed and framed by the University for all its courses. Affiliated colleges do not have the liberty to design their own curriculum. Teachers of the affiliated colleges are also free to send their valuable suggestions for improvement in the designing of the syllabus. The syllabus is also published online for the convenience of the students.
Teaching and Learning	Conventional class room teaching is blended with the use of ICT to make the teaching-learning process, more enthusiastic. Youtube assisted learning, experimental learning, problem solving methods are used for effective curriculum delivery. Class room teaching is supplemented with seminars, workshops, special lectures, projects, regular quiz sessions. Educational tours, field trips are also organized mainly for our students. Students or group of students are given topics from syllabus to deliver short lecture in front of the faculty and class mates.
Examination and Evaluation	The external examination is conducted by the university at the end of each year. The Examination Cell is authorized to conduct internal assessments, tutorial, practicals. Academic calendar is declared by the university itself. The answer sheets of internal examinations are shown to the students and necessary suggestions are

	given by the concern teachers. The projects assigned to the students are also evaluated by concern faculty.
Research and Development	The college encourages the faculty members to enhance their research contribution. It encourages the students to attend research-oriented Seminars/Workshops/Conferences etc. The college also motivates the faculty members to pursue Ph.D. programmes in reputed universities. It is useful for the academic development and promotion of the teachers. Teachers are provided with information regarding Seminars and Workshops and motivated to publish their Research Papers in UGC approved journals.
Library, ICT and Physical Infrastructure / Instrumentation	1. Library is equipped with a software for its automation. 2. Printout facilities are also available in library for students and faculty both. 3. Interdisciplinary instrumentation training facility is provided to the students of the college.
Human Resource Management	Teachers are encouraged to attend orientation course, refresher course, short term course, Faculty development courses organized by other colleges and the universities. Computer training programmes are organized by the ICT Cell for teaching and non teaching staff. Grievance redressal cell has been set up for safety and security for all related to the college.
Industry Interaction / Collaboration	Our students not only do internship in the schools but also placed there.
Admission of Students	Prospectus of the college, notice board and college website displays the courses, number of seats in each course along with the reservation policy as per government rule. Admission is strictly on the basis of merit list. There is observance of government rules and norms prescribed by the affiliating university.

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

E-governance area	Details
Planning and Development	In the world of modern science and technology, e-governance is the need of the day. The admission procedure of the college is online. The college has implemented SMS system for dissemination of information including

	<p>regular notice to all stakeholders. The college has well structured mentor-mentee system. Mentees are conveyed all messages either through WhatsApp or through Text. E-mail communication is practiced for sharing information with the University.</p>
Administration	<p>The college has introduced ICT in administrative work. Most of the faculty members and non-teaching staff use smart phones with inbuilt social app like Yahoo or Gmail to communicate. Through WhatsApp group, the brief notices of programmes are circulated. The college has Biometric attendance system for marking the attendance of teaching and non-teaching staff. The college has sought online and offline feedback from Students, Alumni, and Parents.</p>
Finance and Accounts	<p>The college has a well structured, robust and transparent system of finance and accounting. The financial transaction of college is transparent. They are either done by using the online mode or by Cheques. The daily cash is deposited in the bank. Every receipt is properly checked and maintained. The students and office bearers use tally for their transactions. The financial audit is carefully done by the C.A.</p>
Student Admission and Support	<p>The college has online admission including payment gateway. The college also has an IT team of four teachers to assist the students for smooth conduction of admission. Apart from teachers, some trained volunteers are there to help and address students' problems.</p>
Examination	<p>The college has to follow the rules and regulations of our University regarding the examination. University has allotted exams centers to those colleges where good infrastructural facilities are available. The question papers of the various subjects of examination are sent to the examination centre an hour prior to the scheduled time of examination. The officer in-charge gets those papers and distribute among the students. The absentees' record of the examination has to be sent on the very same day of the examination to the university.</p>

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
2016	Dr. Sain Kumar	One Day Mutli- Disciplinary National Seminar	National College of Education, Sirsa	700
2016	Mr. Balwant Singh	National Workshop on Reseach Methodology	Department of Public Administraion at CDLU Sirsa.	1500
2017	Ms. Anju Gandhi	One Day National Seminar on Criminal Law Reforms in Recent Times	Faculty of Law Jagan Nath University, NCR, Haryana	700
2017	Ms. Sunita Talwar	UGC Sponsered National Seminar	CMK Girls College, Sirsa	700

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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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
One week workshop on personality development and communication skills organised by HSB, GJUST Hisar under Global Initiative of	1	01/06/2016	04/06/2016	5

Academic Network(GIAN) from 01-05 June, 2016				
Completed 5 week MOOC on pedagogy for effective use for school teacher offered by IIT Bombay from 06 April 2017 to 13 May, 2017	1	06/04/2017	13/05/2017	36
Completed 4 week MOOC on competency enhacment for effective teaching from I-CAR Nation Academic of Agriculture Research Management Hyderabad, Telengana, India, from 18 Nov,2016 to 22 Dec, 2016	1	18/11/2016	22/12/2016	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	20	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Various types of leaves including Medical and Child-care, are available to teaching and non-teaching staff. 2. Fee instalment scheme for wards of staff. 3. Various types of loans like Personal Loan, Emergency Loan, 4. Canteen facilities are available in the campus to provide food and snacks at reasonable price to the staff and students. 5. Faculty</p>	<p>1. Gratuity and GPF schemes are applicable to permanent employees. 2.Full paid Maternity leaves to employees as per norms 3.Various types of leaves including Medical and Child-care, are available to non-teaching staff 4. The college provides college uniform to peons and security guards</p>	<p>1) Identity cards, Wi-Fi facility, Computing facility, Yoga, Sports and Gym facilities are provided to the employees 2) Mentor-Mentee scheme discusses and solves various problems of the students. 3) Grievance cell listens and solves students' problems.</p>

members are encouraged and motivated to pursue further studies and join Faculty Development Programme Schemes by UGC. 6. The college motivates the faculty members to participate in events like workshops, seminars, conferences, symposiums etc. organized by other institutions. 7 Fee instalment for wards of staff. 8. College organizes Health Check-up Camps.

6.4 – Financial Management and Resource Mobilization

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

The college prepare an annual budget for all the approved income and expenditure heads of the college as per the guidelines of university. The college prepare its annual estimates in the current financial year as per requirements. Further, the college has development its own financial mechanism for prudent and efficient management of financial resources. 1.The proper requisition for demand of goods and services should be received from the concerned Labs and Committees. 2.Payment for expenditure not to be made unless the same has been sanctioned by the competent authority. 3College conducts internal and external financial audits regularly. College take sufficient measures so that all payments has been verified and checked at different layers and there is no scope for any errors and irregularities. The college has an internal control and check mechanism that ensures operational effectiveness and efficacy. Therefore, an external auditor conducts annual audit after the end of each financial year. The external auditor finally submits audit report after closely examining the books of accounts of the college.

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
00	0	00
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6.4.3 – Total corpus fund generated

0

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	CA	Yes	Head Clerk cum Accountant
Administrative	Yes	CA	Yes	Head Clerk cum Accountant

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

N/A

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

1. Free Accommodation For Class IV Employees 2. Free Uniforms 3. Computer Training By The Department Of Computer Science

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

- Use of library automation facility was promoted.
- To prepare well equipped ground.
- Teaching staff were motivated to use smart board teaching tool.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	One month computer course	03/02/2017	20/03/2017	20/04/2017	29
2017	Personality Development Workshop	03/02/2017	02/05/2017	06/05/2017	273
2017	Inter college competition	03/02/2017	21/04/2017	21/04/2017	52
2017	Youth Red Cross Camp	23/01/2017	13/02/2017	16/02/2017	26
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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
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources

The college sustains the green campus through scientific and ecofriendly interventions. the college is committed to the protection of the environment and hence all the programmes conducted in the campus strictly abides with the green protocol. The observation of World Environment Day, World Ozone Day, World Aids Day and National Science Day has been carried by our college through various

awareness programmes, ensuring the protection of bio-diversity and safeguarding of flora and fauna. Various Committees of our college, especially Eco club, Red Cross Committee, Student Council organized programmes to sensitize the student community regarding the larger ecological concerns. The college has been pursuing the energy production and preservation initiatives such as solar lights and solar panel facilities were installed in campus. Keeping in view the greater ecological impact, LED lights are being used in the campus. Solar panels installed in the campus aid in generating small percentage of power. The institution ensures a harmonious blend of human and environmental well-being in its academic and non-academic ventures. Accordingly, spaces for academic, administrative and recreational areas are demarcated in harmony with the topography to ensure an eco-friendly campus. The student extension forums like NSS play an active role in organizing campaigns such as plastic free campus, swachhta pakhwada campus by making the students aware of the importance of bringing their lunch in steel Tiffin boxes and thereby reducing the plastic usage. The waste in the campus is collected separately as solid waste and e-waste. Canteen strictly avoids the use of plastic plates and glasses, setting an example for the students.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Plastic free campus.

2) Pollution free Environment.

3) Green landscaping with trees and plants.

4) Solid Waste management.

5) Solar Panels.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Creating student centric, friendly, innovative and supportive environment to excel teaching and learning process • **Affordability:** The marginal students of the community are given priority in admission. • **Employability:** The course is designed to enhance the employability skills of the students • **Concern and Welfare:** The College is committed to the success and well-being of the student in academic, social, professional and personal life. • **Safety:** The system of the college is framed to provide the safety, security and cohesive learning. 2. Producing Socially Responsible Citizenship through dedicated and selfless community services • The interested students of our College voluntarily enroll in Student Council. • Various awareness programmes organized by the respective committees on different aspects regularly. • Trained students are eager to participate in various activities at state and national levels. • Blood donation is one among the best life saving practices in the college.

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

<https://www.mmcollegeofeducation.com/best-practices/>

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

The distinctive feature of the institution is the vision to empower the youth through higher education. • Empower students with relevant knowledge, creativity for life long engagement. • Our college strives for the overall development of the students and help them to explore their talents, interests, creativity and enhance the possibility of personal success through academic and co-curricular activities. • The implicit aim of the college is the holistic development of our youth. The college has always believed that the classroom teaching learning environment is strengthened by co-curricular activities like debate, quiz, music, dance, poster competition and drama recitation. . • Experienced faculty of the college give their best efforts of strong grasp of pedagogical approaches, specific to the subject matter and age of the learner. • We also aim to have positive impact in our community and wider society by producing graduates having a good approach in their academic achievement and in what they are able to accomplish after leaving College. • Our faculty give inputs of meaningful incorporation of teaching and learning materials in addition to the available text in our library. • We engage the students along the academic journey, equipping them with the information they need to make career decisions early so they are driven to succeed in their chosen field. • Consistent efforts are taken to enhance the confidence of faculty and students to take decisions and enabling them to take action in making policies. The college provides the opportunities to explore their leadership qualities which help them to face any kind of challenges in futures with confidence. • To increase feeling of patriotism National anthem and national song are played everyday. • Vision Mission of the college are displayed in prospectus and on

college walls.

Provide the weblink of the institution

<https://www.mmcollegeofeducation.com/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

1. Enhancing academic excellence. 2. To setup a new smart classroom. 3. Plantation of more trees and plants for the greenery and beautification of campus. 4. Increase in no. of solar lights, rain harvesting capacity and vermi composite pits to make the campus eco friendly. 5. Installation of more CCTVs cameras. 6. Filling of vacant posts. 7. To sign MOUs with various agencies or institutions