

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION
OF

Hindu College

Sonepat, Haryana

Visit dates

January 20th – 22nd, 2003

National Assessment and Accreditation Council
Bangalore

The Report of the Peer Team

SECTION 1: PREFACE

The **Hindu College, Sonapat** volunteered to be assessed and accredited by the National Assessment and Accreditation Council (NAAC), Bangalore, and submitted the Self-Study Report (SSR) to NAAC in November, 2002. A Peer Team was constituted by the NAAC to visit the College and to validate the claims made in the SSR. The Peer Team, consisting of **Prof. Nityananda Saha, Vice-Chancellor, University of Kalyani, Kalyani, West Bengal**, as Chairperson, and **Prof. C. B. Raval, former Principal, HA College of Commerce, Ahmedabad, Gujarat**, and **Dr. P. Selvaraj, Principal, Aditanar College of Arts and Science, Virapandiapattinam, Tiruchendur, Tamil Nadu**, as Members, visited the institution for three days, 20th – 22nd January, 2003. **Mr. B. R. Manjunath, Academic consultant, NAAC** coordinated the visit.

The Hindu College, Sonapat, affiliated to M. D. University, Rohtak, covering a total campus area of 6.5 acres in the heart of the city, was established in 1956 under the aegis of Hindu Educational and Charitable Society for providing higher education to the youth of this educationally backward area. As on date, the College offers 20 programs, 14 UG and 6 PG, to a total student population of 2001, mostly coming from rural background. The College also has three self-financing programs of BBA, BCA and the recently introduced Master's program in Computer Science. IGNOU maintains a Study Center, providing distance and open learning facilities for courses B.A., B.Com. and MBA., on the College campus. The Management runs 12 other educational institutions besides the College. The College has got UGC recognition under 2f since inception (1956) and under 12B subsequently in 1972.

The College has a well qualified teaching faculty of 76, of whom 61 are permanent teachers drawing UGC pay scales, 14 contractual teachers with consolidated emoluments, and 1 part-timer, supported by 60 non-teaching staff. The College has adequate class-room infrastructure, central library, sports facilities with a play ground,

canteen, vehicle parking shed, a dispensary for first-aid, a Red Cross Unit, an auditorium and a 62.5 KVA power generating system.

The Peer Team meticulously perused and analyzed the Self-Study Report. During the institutional visit, the Team went through the profiles and the available facilities of all the academic departments, examined the relevant documents, particularly the salary register, the sample minutes of the meetings of the Governing Body, and the Academic Calendar prescribed by the affiliating University and adhered to by the College. The academic, co-curricular, and extra-curricular activities were studied. The Peer Team also interacted with the members of the Governing Body, the Principal, the faculty, the non-teaching staff, the students, the parents and the alumni of the College on various aspects.

Based on the above exercise and keeping in mind the criteria identified by NAAC, the Peer Team has taken up judicious evaluation of the institution as a whole. The assessment of the institution under various criteria, the commendable features of the institution as well as the issues of concern are enumerated in the following pages.

CRITERION I: CURRICULAR ASPECTS

As an affiliated College of the M. D. University, the College follows the syllabi prescribed by the University for the Humanities, Sciences and Commerce faculties, both at the UG and PG levels, mostly in the annual pattern. The College offers 20 programs, 14 UG and 6 PG, to a total student population of 2001, mostly of rural background. The College also offers 3 self-financing courses, B.B.A, B.C.A, and M.Sc. in Computer Science, which are run in the semester pattern. All the programs are of conventional nature, as the College is an affiliated College and has no freedom in designing the syllabi.

The College requires about 8 months to introduce a new academic program in the present University system. Electronics and Computer Science have been added to B.Sc. in place of traditional Physics and Chemistry. Similarly, 'Computer Applications' has

been offered as elective to B.A. and B.Com. as part of redesigning the course, in place of traditional papers.

The Principal of the College is a member of the Academic Council of the affiliating University. Senior teachers of many departments are on the BOSs in their respective disciplines. They may play an active role in bringing in changes in syllabi of the various courses making them more relevant to the society and industry.

CRITERION II: TEACHING - LEARNING AND EVALUATION

Student admission to various courses is based on their academic records and interviews. For most of the courses, the ratio of applicants to number of seats available is about 5:1.

After admission, students' knowledge and skills for a particular course are assessed through class tests and seminars. Talented students are motivated through awards for attaining top results. As a further incentive, their names along with photographs are published in the College magazine 'Pankaj', brought out annually.

In the beginning of each academic year, departmental meetings are held, and through extensive discussion and subject analysis, the teaching schedule is prepared. The syllabi are unitized and the departmental meetings, held periodically, help in adhering to the planned schedules. The use of overhead projectors and audio-visual aids supplement classroom teaching. Students of science departments are taken for outstation educational excursions.

The teacher recruitment is as per UGC/Haryana Government procedures. The College has freedom and resources to appoint and pay temporary/adhoc teaching staff. The Management fund is made use of for the purpose.

The total number of working days of the College is 221, out of which 180 are teaching days. The workload of a teacher is 24 periods per week, and each period is of 45 minutes duration. There are 61 'permanent' teachers: 28 Ph.Ds, 11 M.Phils & 22 postgraduates. There are also 14 'temporary' teachers: 03 Ph.Ds & 11 M.Phils. There is a part-time teacher, a postgraduate. Some of the teachers of departments of Hindi, Maths, Economics, Commerce and Botany are authors of text books at various levels.

The students are informed about the syllabi and division of various units and the respective marks allotted to each unit by their respective teachers. Evaluation aspects are made clear by the teachers when they take up questions at the end of each teaching unit. The College monitors the overall performance of students through holding regular monthly tests and seminars. For BBA, BCA students, Group Discussions and Interviews are also conducted as a part of their training. The College has been maintaining a consistently high pass percentage and also obtaining ranks in the University examinations.

There is no institutional mechanism for faculty appraisal by students. A few teachers have participated in national & international seminars/conferences. During the last two years, 13 teachers have attended Refresher courses and 4 teachers, orientation courses. Two teachers have won teaching awards too.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The College seeks to promote research through the P.G. students' project work, permitting teachers to go on study leave for research studies and through adjustments in their teaching schedules. About ten percent of the teachers are engaged in active research work. Though there are 6 PG departments, there is no Research Committee for submitting project proposals. The College is a recognized center for research in the subjects of Hindi, English and Commerce.

The College does not provide any consultancy services. Competent teachers and departments may be encouraged to offer consultancy. The exposure will not only enrich the faculty but also benefit the students immensely.

The extension activities of the College include Community Development, Social Work, Health & Hygiene Awareness, Medical Camps, Blood Donation Camps, Adult Education Programs, AIDS awareness programs, and Women's Cell. The College also involves the N.G.O.s and G.O.s in planning and carrying out the extension activities. The teachers and the students are encouraged to take part in these activities by providing for commendation certificates/prizes.

There are three units of NSS in the College with a total enrolment of 390 students. There is a separate program officer for each unit. The NSS units have done commendable work.

There is also NCC (Army Wing) with 107 students. The cadets of the unit have taken part in the RD parade, a commendable achievement.

CRITERION IV : INFRASTRUCTURE AND LEARNING RESOURCES

During the last 46 years of its existence, the College has expanded its infrastructure facilities in the form of multi-storied buildings, laboratories, library, etc.. It strives to upgrade the infrastructure whenever either student feedback or staff conveys a need to that effect. The College has prepared a master plan indicating the existing buildings and the projected expansion in the future. The annual maintenance is through finance from building fund, amalgamated fund, and development charges realized from the students.

The College ensures optimum utilization of infrastructure facilities through the services of departmental heads, teachers in charge, and others. The infrastructure is made

available for the conduct of distance education classes of MD University and IGNOU, for district administration for polls-related work, charity shows, functions and conferences. The College also has a moderately good auditorium for conducting various College functions.

Though there is no full-fledged health center on the campus, the College has an understanding with the 'Hindu Charitable Hospital' and the students and the staff get treatment in the hospital at concession rates. The College does not have hostel facility. However, those seeking it are accommodated in the hostels in the vicinity, run by the same Management.

The College office and the Departments of Physics and Computer Science have computer facilities. Two new laboratories have been established recently with thirty P-IV computers and A.C. facilities. The central library which remains open from 9.00 A.M. to 4.00 P.M., 6 days a week, has a total of 40,467 books. There is open access to the general library for all the students. The College has employed three full time gardeners to maintain greenery on the campus. Facilities for sports activities are available. There are Badminton, Basketball, and Volleyball courts, as well as a ground for Kabaddi, Football & Hockey and an athletic track. There is a Cricket Pitch too. Several incentives and concessions are provided to outstanding sports persons through sports scholarships and prizes. The students of the College have participated in different games at the regional and national level and won prizes.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The College consistently maintains good results including a number of ranks in the University examinations. A number of financial aids are available to the students. The College offers merit scholarship, merit cum means scholarship and fee concessions to the deserving and eligible students. Around 10% of the students are benefited by the financial support schemes.

The College brings out an updated prospectus annually, in which the profile of the College and details regarding the fee structure are given. The policies and criteria of admission are made clear to prospective students through the prospectus and advertisements.

The College conducts an annual two-day Sports Festival. Many students of the College have represented the University in All India Tournaments in Chess, Yoga, and Badminton and brought laurels to the institution.

Quiz competitions and classroom interactions aimed at improving the competitive skills are in practice in the College. The College has a Career Guidance Cell (CGC) which is taken care of by a faculty member. The CGC displays advertisements related to career opportunities. Personal Counseling is done at individual level by teachers. The College brings out an annual magazine to tap the creative potential of the students.

Though the College has been maintaining good success percentage, it is of concern to note that the number of students qualifying in the national-level competitive examinations like UGC-NET, SLET, etc. has been quite low. The reasons for this trend may be looked into and remedial steps taken.

The College has an Alumni Association, that came into being recently. Even though complete record of the prominent alumni is not available, the limited data available provides an impressive list. The College may explore ways of actively involving the alumni in its growth and development. The College may also create and maintain a database regarding the students' progression to higher studies, employment or entrepreneurship as such linkages with them will help in training and placement of students.

CRITERION VI: ORGANISATION AND MANAGEMENT

The Hindu College, Sonapat is governed by a body constituted as per the Sonapat Hindu Educational & Charitable Society, Sonapat. The Governing Body comprises 21 members including the Principal, 2 teacher representatives, 1 non-teaching staff and a University nominee. The representatives of teachers and non-teaching staff provide inputs of their respective constituencies to the decision making apparatus. The periodic meetings of the Body analyze the working of the institution and provide directions for the long term and short term activities of the College.

Internal co-ordination and monitoring is done by the Principal, Staff Council of HODs who meet regularly. Staff members are divided into various small committees and put in charge of various activities pertaining to the day to day functioning of the institution.

The academic calendar is prepared by the Academic Council of the M.D. University, Rohtak, and is adhered to by the College.

There has been an embargo by the Government of Haryana on teacher recruitment. In the face of this, the need for teachers is fulfilled by the College by redeploying the retired hands, on consolidated salary basis. The History department of the College, for example, consists of two teachers, and both are retired redeployed. There are other departments also where this practice is in evidence. While the Team may concur that such a practice would, not only fulfill the need for teachers, but also help in availing of the services of the experienced people, it is of the firm opinion that appointment of the younger NET- qualified teachers would serve the purpose better.

The non-teaching staff is recruited by the Management. The technical staff are computer literate, and are encouraged to improve their knowledge by doing relevant courses. The Management makes provision for timely payment of salaries, even when the

salary amount may not have been received from the DHE. There is provision for the teaching and the non-teaching staff to avail of various loan facilities, subject to discretion of the Management. The College gets its accounts audited by the certified Chartered Accountants, annually.

The College needs to establish a grievance redressal mechanism for attending to grievances, if any, of the staff and the students. At present, there is no faculty appraisal by students. A beginning may be made in this direction by involving the outgoing PG students through a structured questionnaire, as such an exercise is hoped to go a long way in improving the teaching learning experiences in the College.

CRITERION VII: HEALTHY PRACTICES

Some of the healthy practices prevailing in the institution are noted below:

- The teachers work with a lot of zeal to impart a value oriented education to the learners.
- The College adopts the ACR (Annual Confidential Report) for faculty appraisal through which the internal checks are made.
- The College has MOU with neighboring industries for training of the students.
- Teachers going for higher studies, publications and participation in seminars, symposia etc. are encouraged.
- The College has complementary systems of education. It has introduced self-finance courses like B.B.A., B.C.A. and M.Sc. (Computer Science). An IGNOU Study Center is in operation on the campus for B.A., B.Com. and M.B.A. programs.
- The campus space is utilized for charity programs and governmental needs.

- Students are encouraged to ask questions in classrooms and to participate in College seminars.
- The College often invites guest speakers with a view to inculcate civic responsibilities to the students.
- Sports, Ravindra Niketan, NSS, NCC, Quizzes and Debates are aimed at developing dignity of labor and all round personality of the learners.
- Blood donation camps are conducted by the Red Cross Center to develop a sense of service to the society.

SECTION 3: OVERALL ANALYSIS

The Peer Team, after going through the Self-Study Report and after visiting the various academic departments and physical facilities, is satisfied by the progress of Hindu College, Sonapat in providing higher education to the rural-based younger generation for more than four decades. As is revealed during the interactions with the parents, the alumni, and the students, the College has earned a reputation in the area for imparting quality education and developing a sense of discipline among its students.

The Peer Team feels that there are a number of commendable features of the College for ensuring quality education which need mention along the following lines:

1. Encouragement and support by the Management to the overall progress of the institution.
2. Dedication and commitment on the part of majority of teachers and supporting staff of the institution.
3. Efficient team work among the Management, the teachers and the supporting staff.
4. Cordial relationship between the students and the teachers, within and outside the classrooms.
5. Maintenance of the campus and future planning of infrastructure.

6. Cultural activities, through functioning of 'Ravindraniketan', with participation of faculty members serving as catalyst for induction of students in such activities.
7. Introduction of Master's program in Computer Science, in tune with the local needs.




Keeping in view the future planning of the expansion of the institution, the Peer Team would like to offer the following suggestions to the institution for consideration:

1. While the Peer Team appreciates the present academic programs, both at the UG and PG level, the College may identify and introduce new and currently relevant courses of study with due diversification of the existing programs.
2. In order to provide access to computers with internet facilities for all categories of students, a Central Computer Facility may be set up, in collaboration with reputed agencies.
3. Research, particularly in Science departments with PG programs, may be encouraged with due incentives.
4. With due modification of the 'Career Guidance Cell', a Placement Cell may be evolved, with suitable planning for the benefit of the students at large.
5. A formal mechanism for collecting feedback from the students on the various aspects of their learning experiences at the departmental/institutional level may be introduced.
6. In order to impart updated teaching to the students, steps may be taken by the appropriate authorities of the College, on a war footing, to recruit younger NET – qualified teaching staff to fill up the existing vacancies.
7. Departmental libraries, particularly with PG programs, may be made functional by inclusion of at least Indian journals and appropriate magazines of the discipline concerned.
8. Computerization of library services may be considered.
9. With a good standing of more than four decades and with many of the alumni placed in high positions, the College may consider establishing an Alumni

Association, which could go a long way in the development of the College as a whole.

The Peer Team is of the firm opinion that this accreditation exercise will be useful for initiating quality enhancement strategies towards further growth and development of the College.

The Peer Team:

1. Prof. Nityananda Saha (Chairperson)  22-01-2003
2. Prof. C. B. Rawal (Member)  22-01-2003
3. Dr. P. Selvaraj (Member)  22/01/2003

I concur with his report -  22/01/03

Name and Signature
of the Head of the
Institution

Principal
BHINDU COLLEGE
SONEPAT