



MANDATORY DISCLOSURE

1. Name and Address of the institution: Kasturi Ram College of Higher Education
17/1/2/3 & 33/3/1, Kureni Road, Narela, Delhi - 110040
Telephone: 011-27787132 & 011-27784774
Website Address: www.krcollege.in
E-Mail : krcollege@krcollege.in

2. Name and Address of the Society/Trust: Mr. Yogesh Kumar Aggarwal,
& Secretary of the Society/Trust Kasturi Ram Research Centre for Science
& Management, E-53, Outer Ring Road,
Prashant Vihar, Delhi - 85

Registration No. of Society / Trust S. 37477
Telephone: 011-27555603
Website Address: www.krcollege.in
E-Mail : krcollege@krcollege.in

3. Name and Address of the Director/Principal of the Institute Dr. Sonia Anand
200-R, Model Town, Sonapat, Haryana

4. Affiliated with GGSIP University; Since 2005

5. Details of the existing programmes

| S. No. | Existing programmes | Detail of Intake & Students Admitted during the last two Academic Years | | | |
|--------|----------------------------|---|----------|------------------------------|----------|
| | | Academic Session 2012 – 2013 | | Academic Session 2013 – 2014 | |
| | | Intake | Admitted | Intake | Admitted |
| 1. | BBA(1 st Shift) | 100 | 67 | 100 | 39 |
| 2. | BBA(2 nd Shift) | 60 | Nil | 60 | 24 |
| 3. | BJ(MC) | 60 | 26 | 60 | 28 |
| 4. | B.Ed. | 200 | 199 | 200 | 200 |

6. Status of Land

| A | Land |
|-------|---|
| (i) | Area of Land 4000 sq. mtrs. |
| (ii) | Ownership of land (Whether rented/leased/ freehold) Leased (Long Term for 30 years) |
| (iii) | Prescribed Land use (whether conforming / non-conforming to Master Plan) Lal Dora Land (Application accepted by DDA for converting this land to institutional land) |
| (iv) | Land use Certificate with Application accepted by DDA for converting this land to |

| | | | |
|----------|--|--|----------------------------|
| | Registration No., Date & Authority | institutional land | |
| B | Building | | |
| (i) | Whether Permanent/Temporary | Permanent | |
| (ii) | Total Built-up area (in Sq Meters) | 4080.57 sq. mtrs. | |
| (iii) | FAR Achieved (Built up area available per student as against prescribed by the University/Govt. Statutory Body) | FAR 100 (4080.57 for all courses) | |
| (iv) | Total Built up area required as per norms for all programmes | 3795 sq. mtrs. For B.Ed., BJ(MC) & B.Ed. | |
| (v) | Sanctioned Building Plan from DDA / MCD / Govt. body | Application accepted by DDA for converting this land to institutional land | |
| C | Specifications of Accommodation | No. | Size (in Sq Mtrs) |
| (i) | Number of class/tutorial rooms | 13 | 92 sq. mtrs. Each |
| (ii) | Drawing Halls/Conference Room | 1 | 32.100 sq. mtrs. |
| (iii) | Laboratories (give details) | 2 | 92 sq. mtrs. Each |
| (iv) | Audio Visual Laboratories | 3 (2 labs-92 sq.mtrs. +1 lab – 18.808 sq. mtrs.) | |
| (v) | Library | 1 (125 sq. mtrs. + 1 Reading room- 92 sq. mtrs.) | |
| (vi) | Administrative Block | 1 | 180 sq. mtrs. |
| (vii) | Workshop | 1 | 142 sq. mtrs. |
| (viii) | Computer Centre | 3 (2 labs-92 sq.mtrs. +1 lab – 80 sq. mtrs.) | |
| (ix) | Toilets | 12 | (6 for Boys & 6 for Girls) |
| (x) | Common Rooms | 2 | 39 sq. mtrs. |
| (xi) | Sports facilities (Indoor & Outdoor) | 2 | 1500 sq. mtrs. (Outdoor) |
| (xii) | Playground | 1 | 1500 sq. mtrs. |
| (xiii) | Students Canteen | 1 | 25 sq. mtrs. |
| (xiv) | Hostel (Total Area/rooms/Number of seats etc.) | Planning to be constructed in future | |
| (xv) | Any other facilities (Stores) | 3 | 9.258 sq. mtrs. Each |
| D | Safety Measures | | |
| | Parameters | Yes | No |
| | Structural Safety Certificate of building of the Institute/College issued by Registered Architect | ✓ | ✗ |
| | Whether Certificate indicating that the building is earthquake resistant has been obtained from local body (S. No. / Dated / Issuing Authority) | ✓ | ✗ |
| | Availability of fire fighting devices at the institute and Fire Safety Certificate by Delhi Fire Service or concerned department of the state (NCR) where the Institute is located | ✓ | ✗ |
| | Use of basement for other than approved purpose, if any in the Institute | ✗ | ✓ |

| | |
|---|--|
| Whether the NOC from the concerned department of Govt. of NCT, Delhi required (Yes / No) | Yes (Copy of the NOC for the session 2013-14 enclosed)- (Annex-I) |
|---|--|

7. Status of Director /Principal/ Faculty / Employee:

| Criteria | |
|---|---|
| Is the Principal, as per norms of Statutory Body/ UGC / University, is in position. | Yes |
| <ul style="list-style-type: none"> • Name • Educational Qualifications. • Experience • Gross Salary | Dr. Sonia Anand B.Com., M.Com., B.Ed., M.Ed., UGC- NET(Edu.), Ph. D. 14 Years Rs. 74,234/- |
| Total No. of Faculty (Programme-wise) | B.Ed. – 12, BBA (1 st Shift) – 8, BBA(2 nd Shift) – 3 & BJ(MC)-6 |
| No. of Professors (Programme-wise) | B.Ed. – 1 |
| No. of Associate Professors (Programme-wise) | BBA (1 st Shift) – 2 & BJ(MC)- 1 |
| No. of Assistant Professors (Programme-wise) | B.Ed. – 11, BBA (1 st Shift) – 6, BBA(2 nd Shift) – 3 & BJ(MC)-5 |
| No. of Technical Staff (Programme-wise) | B.Ed. – 1, BBA – 1 & BJ(MC) – 1 |
| No. of Non-Teaching / Administrative Staff | 8 |

8. Status of Cadre Ratio & Teacher Student Ratio for all programmes:

| Programme / Course | Cadre Ratio | Teacher Student Ratio* |
|----------------------------|-------------|------------------------|
| B.Ed. | 1:0:11 | 1:16 |
| BBA(1 st Shift) | 0:2:6 | 1:20 |
| BBA(2 nd Shift) | 0:0:3 | 1:8 |
| BJ(MC) | 0:1:5 | 1:14 |

*Teacher Student Ratio is calculated on the actual strength of the students admitted in various courses.

9. Teaching Staff (programme wise as per list attached as Annexure ‘A’)

| Name | Designation | Qualification | Experience | Date of joining | Regular(R)/ Adhoc (A)/ Contract (C)/ Visiting (V)/ Guest (G) | Approved/ recognized by University (Yes/No) | Scale of pay, other allowances/ remuneration paid | Gross Salary | Mode of Payment |
|------|-------------|---------------|------------|-----------------|--|---|---|--------------|-----------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Append duly attested details if required. Annexure No. II

10. Non - Teaching Staff & Technical Supporting Staff

| Name | Designation | Experience | Date of joining | Regular/ Adhoc/ Contract/ | Scale of pay, other allowances / remuneration paid | Gross Salary | Mode of Payment |
|------|-------------|------------|-----------------|---------------------------|--|--------------|-----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Append duly attested details if required. Annexure No. III

11. Details of Library:

| A | Details of Books | |
|----------|---|--|
| (i) | No. of Titles | Programmes wise |
| (ii) | No. of Volumes | |
| (iii) | Total number of books | |
| (iv) | No. of Journals/Foreign Journals | |
| B | Details of Digital Facilities | |
| (i) | Whether library operations computerized, internet facility, Reading room facilities, Photocopying facilities available, If yes, give details. | Yes, Library operations are computerized, internet facility, Reading room facilities, Photocopying facilities are available. |
| (ii) | Inter library linkage facilities | INFLIBNET, DELNET Online & LYBSYS member |
| C | Reading Room and Reprographic facilities (photocopier and book binding) | Yes, Reading Room and Reprographic facilities are available |

Note: The institutes may indicate information as per their own programmes using the above as a sample and append duly attested details if required. (**Annexure No. IV**)

12. Status of Labs / Workshops (to be mentioned programme-wise):

| Parameters | |
|---|------------------------|
| Availability of equipments / instruments, work table / work stations shall be as per the requirement | Available as per norms |
| Minimum Technical Lab staff shall be: One Lab Assistant & One Lab Attendant for each labs & for Central/Mechanical workshop: One workshop Superintendent, One Sr. Mechanic & One Junior Mechanic. | Available as per norms |
| Size of the lab as per norms of statutory body | Available as per norms |

13. Conferencing / Instructional Facilities:

| Parameters | |
|-----------------------------------|-----|
| Availability of: | |
| • NKN Link | |
| • Edusat | |
| • Conferencing facility | |
| • Video multimedia | Yes |
| • LCD | Yes |
| • Overhead Projector with screens | Yes |
| • Interactive boards | Yes |
| • Wi-Fi connectivity | Yes |

14. Ancillary and Other Essential Facilities:

| Parameters | |
|---|--|
| Medical / First –Aid facility with Medical Room and availability of Doctors | Yes, Doctor is also available |
| Sports and games (indoor / outdoor) | Available (Indoor & Outdoor both) |
| Computer and Internet facility for the faculty members | Available |
| Facilities for physically handicapped | Quotation for installation of Lift in the campus are invited |
| Separate common rooms for boys and girls | Available |
| Students canteen | Available |
| Availability of generator | Available (24 hrs.) |
| Potable water and water coolers for summer season | Available |
| Faculty cubicles | Available |

15. Details of other Facilities Available (Yes / No):

| | | |
|-------|--|--|
| (i) | Drinking Water | Yes |
| (ii) | Generator | Yes |
| (iii) | Bank facility | Applied for the installation of ATM in the campus |
| (iv) | Facilities provided for physically Handicapped | Quotation for installation of Lift in the campus are invited |
| (v) | Transport facilities | Yes |
| (vi) | Medical facilities | Yes |

16. Details of the Labs/Workshops/Work stations available:

| Name of Laboratory | Major Equipment | List of equipment added during previous year |
|---------------------------|------------------------|---|
| Computer Lab | Annexure : V | LCD Projectors- 3, Large Screens-3, Quick Heal Total Security Antivirus- 30, Computer Systems - 9 |

Append duly attested details if required.

17. Details of Computer Centre

| Name of Laboratory | No of Computers with configuration (programme wise) | Other Equipment (LAN/ Servers/ Printers/ Firewall etc. | Legal Software (System & Application) |
|---------------------------|--|---|--|
| Annexure : V | | | |

Append duly attested details if required. Annexure No. _____.

18. Any new initiatives/achievements:

Achievements:

1. Our Department of Teacher Education has been accredited by NAAC.
2. Four students of B.Ed., batch – 2013-14 has qualified CTET examination.

Initiatives:

1. Our teachers are also adopt Innovative Instructional Methods like Role play, Quiz, Debate, Case Study, Discussions, Projects, Presentations etc. for making learning more understandable.
2. Smart Board (Interactive Board) used by faculty for making their teaching interesting & effective.
3. Innovative Practice used by Student-Teachers in their schools :
 - Role play, Quiz, Discussions etc. are also used by them.
 - 3 to 5 Power Point Presentation lessons delivered by every Student for making their teaching effective.
 - A workshop is going to be organized in B.Ed. department on the topic “Learning in Digital Age” on 3rd & 4th April 2014 to enable the students to be techno -savvy.
 - We are organizing a Social Awareness Programme to educate people about :
 - i. Harmful effects of diseases spread due to consumption of Dirty water. The purpose of this project is to educate about contaminated water and ways to purify water before consumption.
 - ii. Drive against Plastic Bags.
 - Action Research has been done by Faculty & students for making teaching-learning process effective.
 - Running a certificate course of Tally by Aptech Ltd. for BBA students.
 - Group discussion & Personal Interview Sessions for the final year students has been organized.
 - **Signed MOU with Hindu College of Education, Sonapat, Haryana** for the purpose of collaborating & co-operating each other by pooling in their resources & faculty to derive maximum benefit of each other competence and resources. During this year, we are going to organize International Conference on the topic ‘ICT’ as a joint endeavor of two colleges.
 - A National Seminar was organized on 18th January 2014 on the topic “Entrepreneurship – A tool to overcome Global Recession”.
 - We are also going to organize **1 Day Media Workshop** on the Topic “**TV Journalism Programs & Formats**” on 3rd April 2014. Its focus will on a specific aspect of TV News Industry and various editing formats.

- We also provide a platform to the faculty to share their views through organizing inter-department discussions.
- The faculty members also participate in National & International Seminars, Conferences, Workshops etc. & presented various papers.

KR Production House started for students of BJ(MC) with an objective of imparting more practical knowledge with the theory subjects. Different departments under this production house are as under:

1. Anchoring session
2. Radio Station Setup
3. Animation
4. Event Management Team
5. Still Photography Session
6. Newsletter
7. Regular Debates & Panel Discussion on Social Issues
8. Different Cultural activities on regular basis
9. Regular Film Production (1 Minute film, documentary)
10. Mock Press Conference has been organized

Dr. Sonia Anand

(Principal)