



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT COLLEGE , Sector - I Panchkula
Name of the head of the Institution		DR. ARCHANA MISHRA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01722560076
Mobile no.		7837099999
Registered Email		Archmish999@gmail.com
Alternate Email		gcl_panchkula@yahoo.co.in
Address		Sector-1
City/Town		Panchkula
State/UT		Haryana
Pincode		134109

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Ms. Rajni Bhalla			
Phone no/Alternate Phone no.		01722560076			
Mobile no.		9872992783			
Registered Email		rajneebhl@gmail.com			
Alternate Email		gc1_panchkula@yahoo.co.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://gcpanchkula.ac.in/naac.php			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		https://gcpanchkula.ac.in/academic.php			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.05	2003	21-Mar-2003	20-Mar-2010
2	B	2.20	2014	20-Feb-2014	19-Feb-2019
6. Date of Establishment of IQAC			01-Jul-2003		
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		
Submission of AISHE data	16-Mar-2017		2		

	10	
Submission of AQAR	25-Feb-2014 22	23
organised Faculty development programme	30-Nov-2016 7	60
Ozone Day was celebrated	16-Sep-2016 1	100
organized a National Level Seminar	13-May-2016 1	268
One Day National Seminar on	04-Feb-2017 1	141
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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
College	Salary	State Government/Department of higher Education	2016 365	129060552
College	Library	State Government/Department of higher Education	2016 365	249963
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

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 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)

1. New subjects/ courses started. 2. Organised many activities related to character building e.g. District. Level competitions on Swami Vivekananda Teachings, Legal Literacy Camp, Interactive Sessions on Human Psychology . 3. Workshop for guidance about UGC NET examination. 4. An Interactive session on the topic 'Opportunities Challenges after Graduation.' was conducted . 5. Hosted Divisional Level Placement Fair. 6. Seven Days Faculty Development Program on 'Headway and Sustainability in Academia: A Holistic Approach' was organized.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Increase Value added Courses	Started new Value added Courses in Commerce, Physical education , Political Science and Computers
Start new courses offering better employability	Started Anthropology as a new subject option for BSc Medical students, PG Diploma in Journalism Mass Communication, B.A (Hons.) English, One additional unit of B.Com
Thrust on activities related to Environment awareness and Protection	LED lights installed , observed 'Ozone Day', held an Anti Cracker Rally, organised a lecture on 'Harmful Effects of Stubble Burning', also included this theme for making Science Exhibition projects , college campus declared tobacco free and plastic free.
Skill Enhancement of students	Twitter handle and a You tube Channel of the college were launched. Value added certificate courses & pre placement training program for the students were organized
Social Responsibility	Activity of the community service in adopted villages- Nada Sahib and Moginand was enhanced and residents were sensitized towards making the village ODF.
Broaden the sphere of extension activities	signed new MoUs and internships/ training of students at Environment Society of India, Music training, Dance and drama training, Training at Matribhoomi Mission etc
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
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College Council	23-Jun-2017
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	19-Feb-2018
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

Curricular aspects of courses at G.C. Sector-1, Panchkula are governed by Kurukshetra university ordinances. The same are being displayed on notice boards and college website which further assists in planning and implementation of the curriculum in a transparent and effective manner. The college believes in strong community outreach component which has further enabled these issues to be richly transacted in various curricular and co- curricular activities. The college conducts a range of Value Added courses and organizes short term Add-on-programs for self development and professional skill enhancement of students. Students are encouraged to take up internships in various organizations involved in development related activities, industries, hospitals etc. The faculty serves on a range of eminent bodies and remains abreast with changing academic scenarios, industry and large socioeconomic environment. Their expertise has helped evolve responsive curriculum and teaching pedagogies. The orientation programme being conducted at the beginning of session familiarises the students with program outcomes, mode of internal assessment as well as college facilities. Incorporation of ICT facilities in teaching learning methods have led to effective curriculum Imparting. The lesson Plans are prepared, displayed and their execution is monitored regularly.

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
NA	PGDJMC	12/08/2016	01	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	English (Hons.)	12/08/2016

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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
Number of Students	0	11

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
Botany	07/01/2016	17

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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
BPEd	Basic Yoga Training	50
BA	Self Defence Training	23
BA	Dance, Music instrumental & Theater	50
BSc	Environment Protection	26
BA	Kranti Yuva Parishad	20
BA	Sanskrit Bharti	20
BA	Cultural and Youth Welfare Department	50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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 college encourages feedback from all constituent units of the college such as students faculty members, parents and alumni. The college has a suggestion box where all stakeholder i.e students, employees, parents, etc can put in their complaints suggestion keeping their identity anonymous. In addition teachers and tutors collect suggestion / feedback form students during group</p>

discussion , tutorial meets, from parents during PTM. Feedback and suggestion from the alumni are taken during the Annual alumni Meet as well as in the IQAC meeting. The feedback taken is incorporated in the development work of College and suggestions is being analysed to develop the roadmap for the academic year ahead and align the interest of various stakeholders with the institutional interests. For enhancing the teaching learning process feedback is being taken from faculty and students at departmental level as well.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	nil	400	982	428
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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	2292	333	56	0	34

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	Numberof smart classrooms	E-resources and techniques used
92	16	2	3	3	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

There is no formal mentor mentee scheme running in the intuition Yet, the students are mentored informally through teacher student interaction. During the tutorial meetings which are held regularly the students are advised to inculcate the habit of reading Student Notice Board every day. Every tutor makes extra effort to know about the background of all students allocated to him/her so that the peculiar problems of the students coming from weaker section of the society can be addressed right from the beginning. Most of the students enrolled in this institution are from the nearby rural areas and belong to such families which do not have big land holdings and belong to low income group. Most of the students are first time learners in their family as their parents have not acquired formal higher education, therefore, these students required a lot of hand holding to become a part of the main stream,. The college provides all possible support in academic guidance and career progression.

Important notices for filling of examination forms, important days' celebration, society club functions, scholarships other important matters etc are displayed on the notice board as well as told personally to students by teachers Orientation program is organised at the beginning of every session to familiarize new students with faculty, curricular/co-curricular activities, career options, facilities available in college like library, FirstAid room, Canteen etc. Students are advised to make use of fully equipped language lab, computer labs, sports, well-equipped library and other facilities available in the campus to enhance their skills. All teachers and students have an easy access to library. Library has a collection of knowledge resources such as encyclopaedias, various

newspapers, competitive exam books etc. Mentors also inform the students about Grievance Redressal Committee of the college. Periodic Parent Teacher Meetings are held in the college. During PTM more stress is given on the wards of academically Backward Families .. Under PM office Scheme "Swachh Bharat Abhiyan", students, are motivated to keep their homes, campus and surroundings clean. Ragging is strictly prohibited in the college premises and the students are made aware about the National Anti-Ragging Helpline. Suggestions for the betterment from the students and faculty members are always welcomed.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2625	70	1:50

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
103	92	11	0	26

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	Dr. (Mrs) Archana Mishra	Principal	Appreciation Letter
2016	Dr. Ashok Kundu	Associate Professor	Appreciation Letter
2016	Mrs. Rajni Bhalla	Associate Professor	Appreciation Letter
2016	Dr. Renuka Dhyani	Associate Professor	Appreciation Letter
2016	Mr. Advitya Khurana	Assistant Professor	Appreciation Letter
2016	Dr. Punam Rani	Assistant Professor	Appreciation Letter
2016	Mr. Yashpal Singh	Assistant Professor	Appreciation Letter

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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
BA	00	semester	06/11/2016	03/03/2017

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

The institution is an affiliated college and strictly adheres to the guidelines of the university regarding internal assessment. The University Cell Incharge informs the students regarding essential requirements their attendance and end semester evaluation norms during the Orientation Program at the onset of the Academic session They are advised to make it a habit to read students notice board everyday to get themselves acquainted with the latest information. Assessment of performance is a major part of the teaching learning process. Students are made aware about the evaluation process. Internal assessment in

all UG and PG courses is 20 based on the parameters of two hand written assignments, one class test and 75 compulsory attendance per semester. They are directed to take the attendance and class test seriously because this is mandatory condition laid down by the University for appearing in the final examination. Students who are slow learners are identified on the basis of their performance in the class, regularity in submission of assignment and punctuality, etc. The institution provides academic counselling through parent- teachers meeting to enhance the communication between parents, teachers and students in the welfare of the students. The marks obtained by a candidate in internal assessment, duly countersigned by the Principal of the college are forwarded to the Examination Branch.

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

Before the commencement of academic session, the academic calendar is prepared by Kurukshetra University, Kurukshetra to which this college is affiliated. Therefore the schedule prescribed in academic calendar is followed by the college in letter and spirit. Regular meetings are held under the chairpersonship of the Principal to ensure the compliance of the academic calendar prescribed by the university. The academic calendar contains schedule and timeline for various academic activities. The incharges of various activities prepare a tentative schedule in view of the University Academic Calendar. Activities like extension lectures, interactive session, workshops, exhibition, essay writing competition and quiz competition are organized to enrich the curriculum and to make the subject matter more interesting. These activities are conducted by the departments with the permission of the Principal. The schedule of examinations is prepared by the university and intimated to the students through college/department notice boards and announcement by teachers in classes.. The dates of events which are planned on short notice are displayed on the notice boards as and when required. In order to develop talent aptitude, moral values, team spirit and physical ability in students, extra-curricular activities are carried out throughout the session.

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://gcpanchkula.ac.in/program-out.php>

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
nil	BA	nil	191	48	25.13

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2.7 – Student Satisfaction Survey

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

<https://gcpanchkula.ac.in/sss.php>

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
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Three Days Career Guidance for UGC NET workshop	Placement Cell Bulls Eye	13/10/2016
Workshop for Resume Writing and Interview Skills	Placement Cell	23/10/2016
Divisional level Placement Fair	Placement Cell	11/02/2017

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
Innovative Teaching Practices	Dr. Ashok Kundu	Rashtriya Pakshik Patrika-Chanakya Varta	15/11/2016	Teacher
Innovative Teaching Practices	Mrs. Rajni Bhalla	District Administration	15/08/2016	Teacher

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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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	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
00	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)
International	MUSIC	2	03
International	Botany	2	00

International	Hindi	1	00
View 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
Political Science	1
English	1
Economics	2
View 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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	28	0	0
Presented papers	13	46	0	0
Resource persons	0	0	2	0
View File				

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
One Day Camp 16.10.16 Cleanliness Drive	NSS with community	2	200
Seven Days Awareness Camp Cleanliness Drive in Nada and Majiri	NSS with community and Govt. aid	2	100

Villages			
Adoption of Villages Nada Sahib and Mogi Nand for Community service	NSS unit and College Administration	2	200
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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
Independence Day parade, NCC	First Prize	District Administration	15
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Unity and Discipline	NCC Girls with Govt. Aid	CATC Camp, Ambala Cantt	1	17
View File				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
Institute of Computerised Financial Accounting	17/10/2016	Skill enhancement Training especially to BMC student	51

Success steps Private Limited	09/05/2016	Skill enhancement Training especially to BMC student	51
No file uploaded.			

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
18438477	13625585

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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
SOUL	Partially	2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22141	449980	750	210220	22891	660200
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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	183	4	20	0	0	0	0	10	0
Added	12	0	0	1	0	0	0	0	0
Total	195	4	20	1	0	0	0	10	0

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

10 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
144269226	1143693	18438477	2795884

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)

All articles i.e. physical, academic and sports, required in the college, are to be purchased out of grants/funds provided by the government. Funds are utilized strictly in accordance with the procedure laid down by the Department of Higher Education and the instructions issued by Govt. from time to time. All purchases are made through a purchase committee appointed by the Principal. The committee invariably consists of at least three members of the staff including one senior member. All items purchased are brought on the ledger and correctly accounted for. Apart from this, the Principal of the college is authorised to make direct purchase from the local market after observing necessary formalities provided that the college has exhausted all approved sources of supply. The conditions for direct purchase from market includes inviting quotations from three established firms followed by a comparative analysis of rates quoted by the firms, and lastly order is placed to the firms which has quoted the lowest rates. The Principal of the college appoints one or two senior members of the staff as the bursar(s) of the college for maintenance of accounts of fee/ funds and grants. They ensure correct drawing and disbursement of the funds in consultation with the Heads of the Departments Concerned.

<https://gcpanchkula.ac.in/>

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	1. Consolidated Stipend Scheme for Sc Students 2. BC Post Metric Scholarship 3. Meritorious incentive scheme for UG students 4. Merit scholarship UG girls (Fresh) 5. Earn while you Learn	532	6122600
Financial Support from Other Sources			
a) National	1. Shivalik Foundation Scholarship 2. Dr. Radha Krishan Fund	21	43000
b) International	nil	0	0
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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
Language Lab	01/07/2016	43	DHE (Haryana)
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Career Guidance and placement cell	682	682	0	0
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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
4	4	11

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
1. Bharti Axa	449	90	10	24	24
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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	87	BA, ,B.Sc, B.Com, BMC	GC-1 Panchkula	GC-1 Panchkula KU and affiliated collages of PU,CHD	M.Com , MA, PGDCA
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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
No Data Entered/Not Applicable !!!	
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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 Sports Meet	College level	400
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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 award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Gold	National	1	0	15091605	Sandeep Kumar
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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)

As per govt instruction no student council
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5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings on 22-07-2017, 06-01-2017, 05-05-2017, 06-05-2017 Lohri Celebration on 13-01-2017

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 college council and various committees collectively make efforts to develop their plans and execute them accordingly. The Principal, IQAC members, Council members, teaching and non teaching staff, Alumni Association, Student representatives etc. all work in collaboration .The Principal who is also the Head of the institution, guides and directs the activities of faculty members and the students efficiently. All the staff members are involved in different activities as members of different committees of the . Each committee comprises of a team of 5 to 8 members . The senior most staff members in each committee is appointed as the convenor of the respective committee. The Convenor executes the directions of the Government / Principal in consultation with other members of their committees. The HODs and Conveners of various committees are fully authorised to take decisions while implementing lesson plans, departmental activity plans and other programmes' schedule within the ambit of University Academic Calendar.. The HODs in consultation with the other members of their departments are free to prepare the activity schedule of their department and also to choose the ways to impart knowledge among students. They chalk out the timetable, syllabus unitisation, guest lectures and other projects and plans to ensure the quality of teaching learning. The entire teaching and non teaching staff are involved in various committees for smooth administration. Student volunteers are also involved in the functions organised by the college. All important decisions related to students welfare and other administrative activities are taken after due deliberations with the staff members and representatives of the students. The Principal, College Council and the IQAC are involved in defining execution of policies , ensuring discipline, grievance redressal, funds utilisation etc. The members of alumni association, non teaching staff , parents and representatives of the students are also kept in the loop as members of IQAC for all the ongoing development projects and the new projects to be started. All government grants are distributed after considering the requirements of every department. Such decisions are taken by holding meeting with all HODs and bursars of the college. Staff meetings are held at regular intervals for the consideration of their opinions and all are given freedom and opportunities to give their suggestions .

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	<ul style="list-style-type: none"> Curriculum Development is the prerogative of the officiating

University and teachers play an active role in the curriculum development as members of Boards of Studies.. • College council along with the HOD's develop various strategies for effective implementation of the curriculum. • All the teachers prepare a teaching plan at the onset of every semester. • Tutorial meetings further help the students to work out the assignments and tests. • Students are enrolled in Value added courses. • schedule for extracurricular activities is finalized by holding meeting with HOD's, Alumni, and Tutorial meetings.

Teaching and Learning

• Smart classrooms used to make teaching and learning more interactive for the students. • Academic activities like Seminars, Workshops, PPT presentations, Educational tours/ field visits, Inter college competitions , Extension lectures and science exhibitions are conducted by various departments. • Teaching faculty is encouraged to attend various refreshers/orientations/short term courses to refresh their knowledge. • Students are encouraged to participate in activities conducted by various Subject Societies , Clubs and important days are also celebrated. • English Language Lab provides opportunity to students to learn soft skills through audio visual lectures.

Examination and Evaluation

• College follows the University guidelines in this regard. Semester system is adopted for the examinations which are conducted by the KUK for UG, PG. B.P.Ed. course and Annual system for PGDCA PGDJMC. College is the Nodal Center for disbursement of question papers, collection of answer sheets and Spot Evaluation of papers.A strong store room has been created by the college for the same. • Staff members take class tests, set the question papers, perform practical exam, observer and flying squad duties. • College conducts Compulsory Computer and EVS exam on Annual basis.

Research and Development

• Faculty members are encouraged to apply for UGC grants and for proposing major minor research projects. • Faculty members are motivated to participate in National /International Seminars, Conferences by giving them duty leaves and reimbursements of

	<p>registration fee. • College invites experts of various faculties to sensitize students teachers. • Extension lectures by eminent personalities on how to apply for research projects and schemes of UGC, EVS, API etc.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library: The library provides books, journals, newspapers and other facilities like showcases, newspaper stands, notice boards etc. There is a separate reading area. There are also departmental libraries for PG Students. ICT: . There are 3 ICT enabled smart class rooms to facilitate video audio display. English Language Lab with special software and EDUSAT help in improvement of communication skills. Infrastructure: Fully equipped science, language and computer labs, canteen, girls common room, auditorium, staff room, cycle stand and separate wash-rooms for staff and students. Up-gradation of labs and library with new books and shelves is done annually.</p>
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Staff members participated in various kinds of training programmes like NSS and NCC training training organised by HIPA, ASC of various universities and by other public/ private departments/ agencies. • Various Committees viz. Grievance cell, Women cell, along with the Staff Secretary Social Secretary work together to create a harmonious environment. • All the decisions are taken after due deliberations with the entire staff. • Frequent meetings are being held with all the HODs (UG and PG) regularly. • Grants are disbursed after discussing with HODs of various departments and Bursars for running courses like PG, B.PEd etc.
<p>Industry Interaction / Collaboration</p>	<ul style="list-style-type: none"> • One month on the job training in nearby industry is undertaken by B.Sc. (M) students having Ind. Micro- Biology and Biotechnology as optional subjects. • Students of BMC get regular exposure in editing news items photography. • Job Mela was organised by the placement cell.
<p>Admission of Students</p>	<ul style="list-style-type: none"> • On-line admission form filling and generation of E- fee challan Admission process is fully transparent. Admission is based on Merit and State Reservation Policy is followed. • One computer lab with internet facility was specifically

made available to students. • Admission committee of trained members for the assistance of students. • Student helpdesk comprising of old students is made available for grievance redressal and ensuring complete satisfaction of the new applicants.

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

E-governance area	Details
Student Admission and Support	<ul style="list-style-type: none"> • Online admission form filling and generation of E-challan was started. • Admission committees of trained faculty members for the assistance of students. • One computer lab with internet facility is specifically made available to students for filling forms. • Student helpdesk comprising of old students is made available for grievance redressal and ensuring complete satisfaction of the new applicants. • Admission process is based on Merit and State Reservation Policy is followed for maintaining transparency. The admission process in the college is regulated by KUK and DGHE of Haryana.
Examination	<ul style="list-style-type: none"> • Semester system for all UG PG and B.P.Ed. classes and annual system for PGDCA and PGDJMC. • Conducting the examinations as per the guidelines laid down by KUK. Examination schedule is administered by KUK. The college takes proactive measures to ensure relevant and timely information amongst the students. • College is Nodal Centre for Spot Evaluation of papers.
Planning and Development	<ul style="list-style-type: none"> • As a Government Institution, the college follows all the guidelines, notifications and rules and regulations of KUK, UGC and DGHE of Haryana. • We have our own website for college which is linked with DHE portal. There is a staff whatsapp group as well to share important information and timely correspondence. • The College Council Members and Bursar discuss financial matters regarding grants received, needs of developments so as to plan and budget accordingly. • CCTV cameras and Biometric attendance machines are installed for marking and regulating attendance of teaching, non-teaching and extension staff.
Administration	<ul style="list-style-type: none"> • All guidelines, notifications, Rules and Regulation from KUK, UGC and DGHE

of Haryana are implemented in the College . • Administrative Office is fully computerized and equipped with Internet. • All online and computerized functions are done to practice transparency while sharing information within college website and on the DGHE Website. • Staff profile has been monitored by Principal and also DGHE by HRMS.

Finance and Accounts

• All grants and staff salary received through the DGHE office through E-salary portal. • Various scholarships and stipends are applied online. • The Principal and the Bursar of the college check and verify the finance and accounts section from time to time. Computers were provided to office and accounts section. • PFMS portal was used first time for payment of transactions by Controller General of Accounts, Ministry of Finance in April 2017.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Bharat Lather	Induction training	HIPA, Gurugram	3040
2017	Anil Pandey	Induction training	HIPA, Gurugram	2150

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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)
2016	FDP	00	30/11/2016	06/12/2016	70	0

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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Refresher Course	1	10/05/2017	30/05/2017	20
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
LTC, CCL, Medical Re-imbursment, Children Education allowance, GPF/CPF/NPS/GIS, Crèche, Quarantine Leave, Blood Donation Leave	LTC, CCL, Medical Re-imbursment, uniform allowances, conveyance allowance, Blood Donation Leave, wheat advance , festival advance	Scholarships, incentives for meritorious students, Earn while you Learn Scheme, Bus Pass Scheme, No Tuition Fee for Sc and Girls Students 00

6.4 – Financial Management and Resource Mobilization

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

<p>The institution conducts internal and external audit regularly. For internal audit, the college constituted a committee of 04 members called Bursar for financial accuracy which conducts internal audit on day to day basis. External audit is conducted every 2-3 years as per government norms. External audit was conducted by local audit department of Haryana Govt. So far as the audit of grant is concerned, we have written the letter to AG Office but till no reply received. We try our best to get the auditing of finances done regularly.</p>
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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
nil	0	nil
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	College Council, IQAC
Administrative	Yes	Government	Yes	Bursar and C/A

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

<ul style="list-style-type: none"> • Regular Parent- Teacher meetings are organized, although there is no formal PTA. Parents are apprised of student's academic performance and overall behavior in classes, practical's in extracurricular activities. • The suggestions of parents regarding improvement in academic environment were
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included in future Plan of Action. • Some Parents are the members of IQAC .

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

- A conducive environment is created where all service providers get respect of students staff. Their grievances are regularly redressed by competent authority.
- Given all opportunities to improve qualifications and progress in their careers.
- Various training programmes like road safety, disaster management, first aid, income tax computation etc are organised or staff members are sent for their technical enhancement.

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

Started new courses- PG as well as PGDiploma courses Strengthened infrastructure More emphasis on the activities of Placement Cell

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
2016	Geeta Jayanti Utsav was organized	25/10/2016	25/10/2016	28/10/2016	200
2016	"Run for unity"	31/10/2016	31/10/2016	31/10/2016	100
2016	Career Guidance Workshop	23/10/2016	23/10/2016	25/10/2016	50
2017	hosted a Divisional Level Placement Fair	11/02/2017	11/02/2017	11/02/2017	893
2016	organised Faculty Development Program on 'Headway and Sustainability in Academia: A Holistic Approach'	03/11/2016	30/11/2016	06/12/2016	60
2017	workshop on Cashless Transactions	02/02/2017	03/02/2017	03/02/2017	200
2017	Organised National	29/01/2017	04/02/2017	04/02/2017	141

	Seminar on 'Environment Ecology Conservation'				
2017	construction of Library building was completed and it was inaugurated	21/07/2016	14/04/2017	14/04/2017	500
2017	conducted clothes donation drive with Alumni	02/01/2017	06/01/2017	13/01/2017	50
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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
2. Competition on the topic 'Bharat ki Paramparik Veshbhusha' for girls(Women Cell)	22/08/2016	22/08/2016	30	0
3. A Talk on 'Women Health' by Mrs Sunita Dhariwal (Women Cell)	22/08/2016	22/08/2016	170	100
4. Oath-taking Campaign on 'Female Foeticide and Eve-teasing'	20/09/2016	20/09/2016	300	500
5. Talk on 'Adolescence' by Family Planning Association (Women Cell)	22/09/2016	22/09/2016	64	44
6. Talk on 'Seasonal and Female Health Problems' by Dr Dilip Mishra(Women	27/09/2016	27/09/2016	60	35

Cell)				
7. Legal Awareness Camp on various issues like Sexual Harassment Act, PNDT Act, Domestic Violence, RTI and FIR issues by Mrs. Nidhi Bansal, CJM Panchkula	04/10/2016	04/10/2016	50	22
8. Poster-Making Competition on Gender Sensitization(Women Cell)	06/10/2016	06/10/2016	15	0
9. First-Aid Training	06/10/2016	10/10/2016	12	18
10. Mehandi Competition (Women Cell)	18/10/2016	18/10/2016	25	0
11. Adventure tour to Manali	05/12/2016	05/12/2016	4	44
12. Talk on PNDT Act and General issues related to Domestic Violence against Women especially in rural areas delivered by Mrs. Harjinder Kumari.	09/01/2017	09/01/2017	50	100
13. Legal Awareness Camp on the topics related to 'Will Making FIR, Sexual-Harassment at both, Home and Workplace' by Advocate Mr. Ashok Baliyan	25/01/2017	25/01/2017	46	54
14. Speech Competition on 'Demonetization' and 'Women Empowerment' (Comm	14/02/2017	14/02/2017	34	26

erce Dept.)				
15. Aerobics Workshop (Women Cell)	25/02/2017	25/02/2017	40	0
16. Talk on 'Kanuni Saksharta' (Women Cell)	03/03/2017	03/03/2017	40	70
17. Workshop on Cake-making (Home Science Dept.)	07/03/2017	07/03/2017	30	20
18. Visit to Mahila Police station on International Women Day (Women Cell)	08/03/2017	08/03/2017	45	0
19. Workshop on Pot-Painting	15/03/2017	17/03/2017	30	20
20. Adventure tour to Manali	23/03/2017	28/03/2017	123	190
21. Workshop on 'Basic Tailoring'	24/03/2017	27/03/2017	50	20
1. Legal Awareness Camp on 'Provisions of NDPS Act and Use of Illicit Drugs' by Ms. Kanchan Bala, Advocate, District Legal Authority Panchkula	01/08/2016	01/08/2016	60	50

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
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	2000
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	0

Special skill development for differently abled students	No	0
Any other similar facility	Yes	3

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
2016	1	0	30/08/2016	01	District level Quiz Contest sponsored by Haryana State Council for Science and Technology, Government of Haryana	To inculcate scientific temper in students and make them think about broader aspects of Science.	27

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

Title	Date of publication	Follow up(max 100 words)
Haryana Civil Services (Conduct) Rules, 2016	02/08/2016	Copy of the rules is available in the library of the College for the staff reference. Newly appointed Government Servants are apprised with these rules during Induction /Orientation Programmes. Copies of such rules are also supplied many a times to the participants for their ready reference. Time to time, Worthy Principal also motivates the teachers to follow these rules. There is a provision to issue show cause notice to the defaulters and to take punitive steps.

Tutorial Agenda for Students	13/10/2016	During Tutorial Meets students are apprised of the code of conduct expected from them during their stay in the college, and they are also told about rules regarding lecture shortage, Names struck off, readmission, mandatory requirements for Internal Assessment and Examinations.
Code of Conduct for Hostellers	01/01/2017	Every Year newly inducted hostellers are informed about do's and don'ts to be followed by them in the hostel by the Hostel Warden in the beginning of the session. Surprise checks are conducted for follow-up.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Independence Day Celebration	15/08/2016	15/08/2016	200
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Ozone day was celebrated on 16th September 2016 sponsored by Directorate of Environment under the aegis of Environment society of India (ESI) 2. Tree plantation was done by the Chief Guest by Mr S.C. Goyal, IAS, Director General, Dept. of Environment, Haryana. 3. Lecture on 'Harmful Effects of Stubble Burning' was delivered by Dr. N. K. Jhingan, Secretary, Department of Environment, Haryana on 22nd October 2016. 4. On 22nd October 2016, an Anti-Cracker Rally was organized to sensitize the students and to save environment from pollution from college to Mini Secretariat, D C Office, Panchkula. 5. A National Seminar on 'Environment Ecology and Conservation' was organized on 4th February, 2017 sponsored by Directorate of Environment, Haryana. 6. Vehicle-free day was observed on 14th February, 2017. 7. Car-pool day was observed on 15th March 2017 with maximum of 4-5 staff members allowed in one car. 8. Subject of Environmental Studies is compulsory for all U.G. students which generates eco-consciousness amongst students. 9. Efforts were made to dispose of waste in eco-friendly way leaf litter was buried not burnt. 10. To make the students adopt eco- friendly behavior, they were sensitized towards environment related issues by organizing various competitive events like Slogan Writing, Poster Making and Science Exhibition, etc 11. Energy-efficient tube lights were used.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices 1. Sustainable Environmental Practices 2. Apna Kitaab Ghar: A Charitable Book-bank 3. Quest: A Search for Harmony 4. Campus Buzz: The News-letter Upload details of two best practices

successfully implemented by the institution as per NAAC format in your institution website, provide the link Best Practice 1 Title of the Practice: Sustainable Environmental Practices Objective: The objective of adopting this practice is to go green, to manage the waste in an ecofriendly way and to sensitize the students about environment protection. The Context: The subject of Environment Studies is a compulsory qualifying subject for undergraduates of all streams i.e. B.Sc (Medical), B.Sc (Non-Medical) B.A and B.Com students.

Many issues related to environmental degradation and pollution are taught to students. Knowledge through practical is the most significant part of learning.

Environmental pollution due to burning of waste is a matter of concern. One such waste is falling leaves which sometimes becomes difficult to dispose due to the sheer amount of fallen leaves. So it is burnt, thereby emitting smoke, CO₂ and CO. Burning of leaves is not only illegal, it also causes a lot of health problems and pollutes the environment. Therefore, it was thought to teach students in practice how to effectively utilize the leaves as these are a type of biodegradable waste which is rich in nutrients. Composting leaves is the most ecofriendly alternative to burning. Students will get a hands on training to convert leaf litter into soil conditioner/manure within a few months. The Practice: The practice started with the collection of all types of plant waste i.e. dry leaves, twigs and mixing in green plant materials, such as grass trimmings which were filled into the pits near the Botanical Garden of the college to turn it into manure. Besides this, the stony, unutilized area on the back side of Science block was also planned to be converted into a green cover. Thus, the Botanical Garden was extended and landscaping along the wall and fencing of the garden was done. In this session, along with the segregation of garden waste, elevated steps for plantation were made on the back side of science block. The garden in front of the auditorium was developed by planting trees. Fruit trees were planted in hostel campus. Evidence of success: Plants planted during previous years are growing well adding to the greenery in college campus. Use of this manure has decreased dependence on chemical fertilizers. This practice has reduced air, soil and water pollution. Resources required: This practice requires manpower in the form of trained gardeners. There is need of additional funds as well. Problems: Lack of funds and manpower were the main problems faced in carrying out the sustainable practices.

Maintenance of plants during severe summer and winter is another problem. Best Practice 2 Title of the practice: Apna Kitab Ghar: A Charitable Book Bank Objectives of the practice: 1. To provide text books to needy students for the whole semester. As only subject related and syllabus related books are available in the book bank, students are provided with only relevant books. 2.

To make best possible use of large number of specimen provided by the publishers to the teachers every year but which are mostly unused by them. 3. To relieve the students from the tension of getting the books re-issued from the main library repeatedly. 4. Finally, to provide the books even during exams, when books are not available from library. The context: In most of HEI, the students depend mainly upon institutional libraries to get books to meet their particular requirement. Moreover, the books are issued only for a limited period after which fine is imposed for keeping the books beyond the stipulated time. Moreover, the books have to be returned before the examinations when they are most required. The Practice: Text books are provided to the needy students for the whole semester from the large number of unused specimen provided to the teachers by the publishers every year. The students can get the book issued from any teacher of the department who is free in that period. The students are allowed to keep the books even during exams. Evidence of success: The practice has been very successful as a number of students are getting books issued from this bank. Students' satisfaction is another indicator as getting books is hassle free and they get books for whole semester as well as for exams also. Problem encountered and resources required: The challenge in following this practice, besides properly arranging the books, assigning the books accession

numbers, was that the books are generally issued by teachers so students get books only when teachers are free. So time constraint is there. Further almost 50 of specimen are in English Language which are not preferred by students as most of them opt for Hindi medium. Further, the problem of some students not returning the books after the end of semester continues. Notes: This practice should be adopted by each and every HEI as specimens and needy students are found in all HEIs. The practice shows commitment towards community services and the same value is passed on to students through this practice. Best Practice 3 Title of the Practice: Quest: A Search for Harmony Objective of the Practice: A multi-disciplinary society, Quest: A Search for Harmony was started with the underlying aim to inculcate social, ethical, cultural values amongst students and staff members through special lectures and interactive sessions. The very name of this practice, "Quest" suggests how and in particular ways, the trans-academic and academic curiosity of students can be satiated. This is a lone college of Haryana where this practice under this particular name is being conducted. The context: It goes without saying that in consonance with the problems faced by Indian youth on being exposed to contemporary print, electronic and social media, the need of the hour was to give a moral direction to the students for shaping their all-round personality. Due to the growing consumerism, fast life, over ambition of students aspiring to earn money through hook or by crook has resulted in stress due to which many cases of suicides amongst Indian Youth have been reported. The university includes only academic courses for students and lacks the moral education which should be a compulsory subject in the syllabus today. To overcome this lacuna, this practice was introduced. Higher Education is a kind of leadership education.

The lectures delivered, whether on ethics, moral values, life history of leaders and so on, heavily influence the future leaders and nation-builders who are at present these students. Since students are a part of future leaders of our country so until we create good citizens only then we can dream of making good leaders and better India for tomorrow. Keeping all this in mind, the focus of this practice is to make students aware of Indian values, telling them ways and means to overcome tension through yoga, meditation, positive thinking. The focus in the practice is to make students comprehend what is right and refrain from doing the wrongs so that they become good citizens. The Practice: It is through this practice that the college has tried to contribute in the character building of students and the staff, and thus, towards nation-building on the whole. To play the role of 'change agents,' a healthy environment was created in the college by keeping the channels of dialogues open between teachers and students and guiding them by giving them opportunity to interact with eminent persons from society and learn from their experiences. Techniques of removing stress and controlling their thoughts and emotions were also taught to them.

Evidence of Success: The intended purpose has been fulfilled by holding lectures on various issues for students. Three interactive lectures were held in this session. The success of the practice is indicated by the interest students shown in listening to the resource persons and then taking active participation in sessions in question answer form. Questions have been followed by counter questions, supplementary questions thereby leading to knowledge enhancement and building of personality. Problems Encountered and Resources Required: So far no problem has been faced vis-à-vis implementation of this practice. Notes: Of course, this kind of practice should be followed in all other institutions of this country for students' betterment, their character building which will provide a fillip to build a better India and lead to the development of our country. Best Practice 4 Title of the Practice: Campus Buzz: The News-letter Campus Buzz: The News-letter Objective of the Practice 1. To present the students with an in-campus tool to hone their news writing skills along with their PR skills. 2. To provide the students with a better understanding of the work done in publication media, like newsletter designing including layout designing, by bringing them closer to real life publication.

3. To offer them with a platform for hands on training and thus groom them for field challenges. 4. To help

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

<https://gcpanchkula.ac.in/best-practice.php>

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

In a state with skewed gender ratio, the college envisions to provide an unbiased and equitable environment to its female stakeholders. The college is distinctive in it being a female-dominated college. Starting from the Head of institution who is a woman, other important positions of Vice-Principal, Bursar, Headship of most of the Departments and even Office staff are held by the female faculty members. Female faculty members act as Conveners and In-charges of majority of important duties like RTI, Women Cell, IQAC, NAAC, NCC, NSS, Legal Literacy Cell, Sports. Being headed by a female administrator has been beneficial to the cause of the female faculty as well as girls of the college in many ways. It has blurred the distinction between the nature of duties assigned to male and female staff. The duty of Observers during examination, so far performed by the male staff members, was assigned for the first time to female staff and was very efficiently conducted by them. The college makes every effort to make the teaching-learning experience a wholesome, comfortable and secure experience for the teachers as well as the taught. The female staff has been provided with Day-care facility to make working easy for new mothers and staff with small kids. As a gender-sensitized entity, the college ensures safe environment to all its students due to which despite the presence of a women college in the vicinity, the college is preferred for studies by many girl students. The presence of a 'Pink PCR Van' in the college throughout the working hours ensures a safe and secure environment for the girls in the college. All these measures adopted in the college are indicative of not only the transformation in the role of women in the society and nation but also highlights the positive and firm steps of the institutions towards determining gender equity. The female staff have the privilege to avail Child Care leave, Maturity leave.

Provide the weblink of the institution

<https://gcpanchkula.ac.in/>

8. Future Plans of Actions for Next Academic Year

Plans of institution for next year 1. Introduction of more practical trainings leading to Skill Enhancement of students. 2. Curriculum enrichment through more Value added Courses. 3. Plan to start new courses offering better employability. 4. Thrust on activities related to Environment awareness and Protection. 5. Infrastructural augmentation including improvement in the day care centre, installation of Solar Panels, adding Rain Water Harvesting for the proposed new block etc. 6. To increase number of smart classrooms to enable ICT learning. 7. Track the progression of establishment of Start-up Cum Incubation Centre. 8. To encourage Faculty (Teaching Non Teaching) participation in Research and Skill/ Faculty Development Programmes