



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		Government College Sector-1 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		gc1_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	19-Feb-2018 1	2
Internal meeting for API	07-Jul-2017	1

verification	1	
Internal meeting for API verification	11-Aug-2017 1	1
Internal meeting for API verification	14-Nov-2017 1	4
Internal meeting for API verification	20-Nov-2017 1	1
Internal meeting for API verification	22-Nov-2017 1	1
Internal meeting for API verification	08-Jan-2018 1	1
Internal meeting for API verification	03-May-2018 1	1
Preparation & submission of AQAR	25-Jun-2018 20	25
No Files Uploaded !!!		

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	2017 365	156851885
View File				

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 :

11

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)

- Initiatives to conserve environment were taken :- 1. Solar Panels (30KW) got installed 2. An additional Rain Water Harvesting system was constructed 3. Organised Cleanliness drives, observed Car Pool and Car free days on monthly basis.

- The Start Up Incubator cum Centre of Excellence was inaugurated by the Hon'ble Education Minister of Haryana, Sh. Ram Bilas Sharma.

2 more MoUs were signed (PMC Consultants for skill enhancement of students & Road Safety Organisation to reduce To Reduce Road Traffic Injuries)

- A new Film Society named Drishyam was formed by the Department of Journalism and Mass Communication to provide skills of mass communication to students through regular screenings of successful films.

Conducted 7 Days Workshops on Tally for Commerce students, Documentary Workshop for BMC students and Workshop on Sanskrit learning for staff and students.

[View File](#)

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
Introduction of more practical trainings leading to Skill Enhancement of students.	Conducted workshops on Tally for Commerce students. Documentary workshop for BMC students. Workshop on Sanskrit learning for staff and students A new Film Society named Drishyam was formed by the Department of Journalism and Mass Communication to provide skills of mass communication to students through regular screenings of successful films.
Infrastructural augmentation including improvement in the day care centre, installation of Solar Panels, adding Rain Water Harvesting system, etc.	The Day Care Centre became fully functional.Solar Panels got installed.An additional Rain Water Harvesting system was constructed.
Thrust on activities related to Environment awareness and Protection	Organised Cleanliness drives, observed Car Pool and Car free days on monthly basis.
ICT in learning.	Smart classrooms were made functional.
Curriculum enrichment	Value added Courses and MoUs added.
Establishment of Start-up Cum Incubation Centre.	The Start Up Incubator cum Centre of Excellence was inaugurated by the Hon'ble Education Minister of Haryana, Sh. Ram Bilas Sharma.

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>College Council</td> <td>25-Jun-2018</td> </tr> </table>		Name of Statutory Body	Meeting Date	College Council	25-Jun-2018
Name of Statutory Body	Meeting Date				
College Council	25-Jun-2018				
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

The curriculum implementation techniques manifest the institutional vision of academic excellence and overall personality development of students. Well equipped laboratories, classrooms, Smart Boards, Browsing Center etc are utilized for Planned Curricular Delivery. The Academic Calendar if KUK is followed, accordingly lesson Plan are prepared and displayed on college website. To ensure timely delivery of syllabus the teaching/implementation of academic and activity calendar is supervised by the College Council and IQAC .The mentor-mentee programme enables the students to provide feedback to their mentor teachers on various curricular and co- curricular issues, which further assists in improvisation of techniques or teaching patterns, if required. It contributes to the development and delivery of learning of learning in a meaningful and holistic manner.

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
nil	nil	01/07/2017	00	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Anthropology	11/07/2017

[View File](#)

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
BA	nil	01/07/2017

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

	Certificate	Diploma Course
Number of Students	0	0

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
Organic Farming Vermi Composting(BOT-03)	01/07/2017	17
Social Issues Environment(EVS-01)	03/07/2017	17
Working of Indian Parliament : Youth Parliament(POL-02)	01/08/2017	20
Dalit Politics(POL-03)	03/01/2018	19
Basic Trouble Shooting System Maintenance(VAC-CSA-001)	07/02/2018	23
Introduction to Media(MA-01)	26/02/2018	36
General Fitness(PHY ED-01)	25/03/2018	52
Guru Shishya Parampara (MUS-02)	21/06/2018	50

[View File](#)

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Visit to Chattbir Zoo and Nilokheri Fish Farm	176
BSc	Visit to Kasauli	176
BA	Red Cross	10

[View File](#)

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The process of revision and redesign of curriculum as well as various other aspects of overall development for the students is based on recent developments and feedback from the stakeholders. It further helps in improving upon various evaluation parameters such as subject knowledge, attitude, behaviour, regularity, punctuality, motivation, creativity etc. The feedback helps the Institute immensely in reorienting the facilities related to administration, accommodation, general ambience, Infrastructure etc of the college.

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	B.A I	400	773	358
View File				

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
2017	2125	295	43	0	38

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
100	30	2	0	7	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)

The institution is following the practice of mentoring the students through Tutor-ward system since many years. This tutorial system proves an effective measure in bridging the gap between the students and teaching community. The Heads tutor divides the students of every class into small groups and assigns them to the respective tutors. Each faculty member is assigned a group of students as their wards. The Faculty member acts as the mentor and has the additional responsibility of guiding their wards in all academic personal fronts including their psychological as well as career counselling. The rules and regulations, welfare measures and various scholarships available and the ways to go about them are explained in detail to the wards during the tutorial meetings regularly held in the session. Slow learners are paid individual attention and are trained by the

tutor for better ways of learning. Sharing of their individual problems with their mentors serve a sigh of vigorous relief to the students and enable them to peacefully deliberate on their studies. The diverse activities conducted during the tutorial sessions enable the students to showcase their talents and boost up their confidence. In the initial weeks of an academic programme students are given a chance to express themselves individually in the tutorial sessions and the tutors make a preliminary assessment. Every tutor keeps a record of the all-round information of the tutees under his/her supervision, a diary containing the reports of each session, and the attendance of the tutees in each session. Absentee of students in tutorial meets is also filled on the same day and fine is imposed upon the students who do not turn up for the tutorial meet. The Heads of the Department make periodical assessment of the conduct of the tutorials in the Department. The students are also advised to inculcate the habit of going through the student notice board every day as important notices for filling of examination forms, important days' celebration, society and club functions, scholarships and other important matters are regularly displayed on the notice board. Orientation program is always organised at the beginning of every session to acquaint the new students with courses, faculty, curricular/co-curricular activities, career options etc. Students are counselled to make use of fully equipped language lab, computer labs, sports, well-equipped library and other facilities available in the campus to enhance their curricular and co-curricular skills. All teachers and students have an easy access to library which has a huge collection of knowledge resources including encyclopaedias, various newspapers and competitive exam books. Mentors also apprise the students about Grievance Redressal Committee of the college. Students are informed about Periodic Parent Teacher meet used to be held in the institution. Under PM office Scheme "Swachh Bharat Abhiyan", students are always motivated to keep their homes, campus and its surroundings clean and volunteer students are selected as "Swachh Bharat Mitra" for conducting related activities. Ragging is strictly prohibited in the college premises and the students are made cognizant about the National Anti-Ragging Helpline.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2420	81	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
104	100	4	0	27

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
2017	Dr. Punam Rani	Assistant Professor	Appreciation letter from KV Chandigarh

[View File](#)

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	17/11/2017	02/03/2018

[View File](#)

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

The institution is an affiliated college and stringently follows the guidelines

of conducting Continuous Internal Evaluation (CIE) as prescribed by the Kurukshetra University, Kurukshetra. The Orientation Program is conducted at the commencement of the semester to familiarize the students about the curriculum and various committees. They are instructed to inculcate the habit of reading the notice board everyday to get themselves conversant with the latest updates. Performance evaluation is the foundation of an effective teaching learning process and students are made aware about the crystal-clear transparent mechanism of internal assessment and evaluation followed by the institution. Changes and amendments in the evaluation process are also informed through the tutorial meetings as well as in regular classes. Internal assessment in all UG and PG courses is 20 which is figured out based on the parameters of two hand written assignments, one class test and 75 compulsory attendance per semester. Students are regularly directed to take the attendance and class test seriously as this is the mandatory condition laid down by the University for appearing in the final examination. During the entire academic session, various co-curricular activities are conducted at departmental and class level to evaluate the students' strengths and weaknesses. The institution provides academic counselling through periodical Parent Teachers Meetings to enrich the communication between parents, teachers and students for the well-being 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)

At the beginning of academic session, academic calendar is provided by Kurukshetra University, Kurukshetra to which this college is affiliated. The academic calendar contains schedule of admissions, teaching days and vacations and it is strictly followed by the institution. The guidelines regarding examinations and internal assessment are also prescribed by the university and the same are followed by the institution in letter and spirit. The college also organises an orientation programme for the new students to make them aware about the college environment and to teach them how to utilize time to make their future bright. They are also made aware about the rules and regulations of the college. The information about extra-curricular activities is also provided to the students. The incharges of various committees like tutorials, library, discipline and anti-ragging, time table, internal assessment, scholarships and university work address the students. Departments prepare their curricular plan and display the same on the notice board to inform the concerned students. Departments also prepare their co-curricular activities chart and get it approved from the Principal. Information regarding activities is placed on the notice board from time to time. Activities like extension lectures, interactive sessions, workshops, exhibition, essay writing competition, speech competition quiz competition are organized to make the curriculum more interesting and improve the motivational level and attendance of the students. Highlights of activities carried out during 2017-18 are Diksha Orientation Programme, Talk on Defence Forces Media, District Level Quiz Essay Writing Competitions, Annual Athletic Meet, District Level Five Day Training Camp by Red-Cross Society, Educational Trip, Two Day State Level Yoga Competition, Divisional Level Mega Job Fest, Seven Day NSS Camp, Annual Prize Distribution Ceremony etc.

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
00	BA	nil	171	71	41.52
View File					

2.7 – Student Satisfaction Survey

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

<https://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
Any Other (Specify)	00	nil	0	0
No file uploaded.				

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
Mega Job Fest	Career Guidance placement cell industrialist association	07/03/2018
Pre placement job fair training	Career Guidance placement cell	23/02/2018

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 practice	Dr. Archana Mishra	Dist. Administration	05/08/2017	Teacher
View File				

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
1	Incubator Cum centre of Excellence	DGHE	Triya's Homemade Chocolates	Preparation and technical formalities initiated	20/04/2018
2	Incubator Cum centre	DGHE	YandT Art	Preparation and	20/04/2018

	of Excellence			technical formalities initiated	
3	Incubator Cum centre of Excellence	DGHE	Aarti Mehandi	Preparation and technical formalities initiated	23/05/2018
4	Incubator Cum centre of Excellence	DGHE	Fashion Queen	Preparation and technical formalities initiated	25/05/2018
5	Incubator Cum centre of Excellence	DGHE	Medicove Healthguard India Pvt. Ltd.	Preparation and technical formalities initiated	25/05/2018
View File					

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	Pub. Ad	2	4.94
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
Economics	1
Botany	1
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
nil	nil	nil	2017	0	nil	0
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
nil	nil	nil	2017	0	0	nil
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	0	22	8	2
Presented papers	8	42	0	0
Resource persons	0	3	7	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
Blood Donation Camp	NSS, YRC and Community	20	95
View File			

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
Distinguished services rendered to the humanitarian cause of Red Cross/ St. John in Haryana in 2016-17	1st Class Sanad to Dr. Archana Mishra	State Government Haryana	200
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
Health and Yoga	State Level Yoga Competition	DGHE and Govt. Of Haryana	5	150
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
nil	00	nil	00
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
on the job training	production Quality control in Verka Milk Plant, Mohali	Verka Milk Plant, Mohali	05/06/2018	04/07/2018	06
View File					

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
PMC Consultants	28/09/2017	Skill Enhancement Training	48
Road Safety Organisation	10/06/2018	To Reduce Road Traffic Injuries	2000
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
17118259	21874742

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS	Nature of automation (fully)	Version	Year of automation
------------------	------------------------------	---------	--------------------

software	or partially)		
SOUL	Partially	2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22891	4410020	700	165800	23591	4575820
Reference Books	1277	641280	73	34200	1350	675480
View File						

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
nil	nil	nil	01/07/2018
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	195	4	20	1	0	0	0	10	0
Added	62	0	0	0	0	0	0	0	0
Total	257	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
nil	nil

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
156851885	812505	17118259	2523310

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 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 at the first place 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 has appointed three members of the staff preferably from commerce, Maths, Economics back ground as the bursar of the college for maintenance of accounts of fee/ funds and grants. The Bursars ensure the correct drawing and disbursement of the funds.

<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	326	22013000
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	NRI sponsored Smt. Savitri Devi Sri Narindar Paul Sabharwal Scholarship	1	14000
View File			

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
Spoken Tutorials	01/07/2017	400	IIT Bombay and DHE (Haryana)
Language Lab Soft skill	01/07/2017	72	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

2017	Career Guidance and placement cell	907	907	0	0
View File					

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
5	5	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
ICICI Bank	394	142	00	38	38
View File					

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
2017	74	B.A, B.Sc, B.Com, B.MC	Govt.PG. College Sec-01 Panchkula	GC-1 Panchkula KU and affiliated colleges of PU,CHD	M.Com , M.Sc, MA, PGDCA
No file uploaded.					

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 !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
1 Annual Sports Meet	College level	500
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
------	-------------------------	-------------------------	-----------------------------	-------------------------------	-------------------	---------------------

2017	Gold	National	1	0	17091601	Dixa Gaur
View File						

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

65

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Executive body meeting 25-09-2017 Annul Alumni meet 26-05-2018

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)

Decentralization plays a significant role in improving the efficiency of education system and the quality of educational services. The college makes an effort towards grooming leadership at various levels. Various Annual 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 for the smooth functioning of the college. Head of the institution guides and manages the activities of faculty members and the students efficiently. All the staff members are involved in various committees of the college. The senior staff members are appointed as the convenors of their respective committees. They are given full autonomy in decision making with consultation of other members of their committees. Various curriculum and extracurricular activities are conducted through student participation. The college promotes a culture of participative management at various levels. It is the core of decentralised governance system being followed in the college. The HODs, Convenors of various committees are fully authorised to take decisions while implementing lesson plans, departmental activity plans and other programmes' schedule. 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 the all round development of the college. 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 policies and procedures, framing guidelines , discipline, grievance redressal etc. The members of the alumni association, Parents, non teaching staff 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. For academic participation, mentor mentee groups are formed which are headed by the senior tutor for any type of consultation and suggestions. Recommendations of the various committees are finally converted into decisions after careful considerations. Academic curricular, administrative and financial activities are reviewed by the head of the institution to ensure accountability of the system. Council members, HODs and other senior faculty members are consulted by the head of the institution if the major decisions are to be taken. Staff meetings are held at regular intervals for the consideration of their opinions and all are given freedom and opportunities to give their valuable suggestions and solutions for various problems if any.

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

Partial

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 and Advisory committee 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. • Value added courses were started. • Relevant topics schedule for extracurricular activities is finalized by holding meeting with HOD's, Alumni, and Tutorial meetings.
Teaching and Learning	<ul style="list-style-type: none"> • Smart Class Rooms make teaching learning more interesting and comprehensive. . 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. • Through the

EDUSAT room and English Language Lab , students attend live telecast of lectures and soft skills lectures. • Students are encouraged to make use of Library and internet resources for completing their semester assignments.

Examination and Evaluation

- College is The Nodal Centre 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. • 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 follows the University guidelines in this regard. • Staff members take class tests, set the question papers, perform various duties related to examination viz take practical exam, act as observer and perform 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 major minor research projects. • Faculty members are motivated to participate in National /International Seminars, Conferences by giving them duty leave and reimbursements of registration fee.
- College invites experts of various faculties to sensitize students teachers. • Extension lectures by eminent personalities on various research projects and schemes of UGC, EVS API etc. • Students of Psychology presented papers in international seminar at PU, Chandigarh

Library, ICT and Physical Infrastructure / Instrumentation

Library: The library provides books, journals, newspapers and proper facilities like showcases, newspaper stands, notice boards etc. separate reading and internet browsing area. We have separate departmental libraries for PG Students. ICT:.. There are 07 ICT enabled smart class rooms facilitating video audio display in our WiFi enabled campus. English Language Lab 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 washrooms for staff and students. Up-gradation of labs and library with new books and shelves is done annually.

Human Resource Management	<ul style="list-style-type: none"> • Staff members participated in various 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. • A self appraisal report is filled by the staff is submitted to the competent authority. The ACR of the Lab staff and class 4 employees is routed through the HOD to the principal. • Grants are disbursed after discussing with HODs of various departments and Bursars.
Industry Interaction / Collaboration	<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 as optional subjects. • Students of BMC get regular exposure in editing news items and photography. • Job Mela was organised by the placement cell. • The college has MOU's with various institutes and agencies.
Admission of Students	<ul style="list-style-type: none"> • Admission process is fully transparent. Admission is based on Merit and State Reservation Policy is followed. • The admission process in the college is regulated by KUK and DGHE of Haryana. • On-line admission form filling and generation of E- fee challan. • 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
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 as well to share necessary 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 attendance of staff.

Administration

• All guidelines, notifications, Rules and Regulation and notices received from KUK, UGC and DGHE of Haryana are implemented by the College Administration. • Administrative Office is fully computerized and equipped with Internet. • 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 are also disbursed through DBT transfer. • The Principal and the Bursar of the college check and verify the finance and accounts section from time to time. Computers are provided to office and accounts section. • PFMS portal is frequently used for carrying out monetary transactions. • Payment to the vendors is done by the college through GEM portal.

Student Admission and Support

• 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 the guidelines from KUK and DGHE of Haryana.

Examination

• 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. • For Internal Assessment and Practical Marks records in various subjects are awarded through online portal. • College is Nodal Centre for

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
2018	Kamlesh Kumari	RTI Training	HIPA, Gurugram	3069
View File				

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)
2017	nil	nil	01/07/2017	01/07/2018	0	0
No file uploaded.						

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
Orientation Course	1	15/12/2017	11/11/2018	10
View File				

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- imbursement, Children Education allowance, GPF/CPF/NPS/GIS, Crèche, Quarantine Leave, Blood Donation Leave	LTC, CCL, Medical Re- imbursement, 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

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external audit regularly. 1 or more teaching faculty members act as Bursar(s) to conduct internal audit on day to

day basis and to maintain financial accuracy. The external audit is conducted every 2-3 years as per government norms. As per government norms no quotation is required for making purchase of upto Rs. 500, , after that quotations are invited to compare the rate of various vendors and further action is taken by selecting the vendor quoting the lowest rate as per govt. guidelines.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	nil
No file uploaded.		

6.4.3 – Total corpus fund generated

89750

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	kuk	Yes	IQAC
Administrative	Yes	Government	Yes	Bursar and C/A

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

- Parent Teacher meetings were organized. Parents were 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 involved.
- 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, GST etc are organised or staff members are sent for their technical enhancement.

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

- 1 Started new skill building/enhancement workshops/training /lectures.
2. Signed new MoUs .
3. More exposure to students through field projects.
4. Strengthening of infrastructure.
5. Environmental Stewardship carried forward.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
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
------	------------------------------------	-------------------------	---------------	-------------	------------------------

2018	Inauguration of Start-up -Incubator-Cum-Centre of Excellence	10/04/2018	10/04/2018	30/06/2018	1000
View File					

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
1. Took pledge not to participate in any act related with Female Feticide and any act that discourages girls to come out of their homes and study (General Assembly)	31/07/2017	31/07/2017	350	400
2. Open House Discussion 'Bindas Bole' for boys and girls to know their problems and to guide the boys on how to treat their female counterparts with respect and courtesy. (Women Cell)	31/08/2017	31/08/2018	95	105
3. Poster-making Competition on Women related problems (Women Cell)	25/09/2017	25/09/2017	25	0
4. Mehandi Competition (Women Cell)	07/10/2017	07/10/2017	15	0
5. Move and Motivate show (Girls	14/10/2017	14/10/2017	20	0

presented modelling and inspirational quotes) (Women Cell)				
6. Seminar on Stress Management by Doctors from District Administration under the leadership of Dr Dilip Mishra (Women Cell)	14/10/2017	14/10/2017	65	85
7. A Cookery Workshop (Department of Home Science)	03/11/2017	03/11/2017	30	0
8. Adventure tours were organized for boys and girls	18/12/2017	18/12/2017	120	0
9. Durga Abhiyan was launched in collaboration with Haryana Police	19/01/2018	19/01/2018	50	0
10. Seminar by Social activist, Dr. Sriprakash Mishra, Founder and Coordinator, Matri bhoomi Seva Mission, Kurukshetra on the following topics: 1.Vartmaan Sandarbh Mein Balika Diwas ka Mahatva. 2. Mahila Sashaktikaran Mein Swami Vivekananda kaYogdaa	24/01/2018	24/01/2018	75	45
11. A Legal Literacy Camp under project 'Shaan-e-Tiranga' was organized in	25/01/2018	25/01/2018	40	60

which Advocate Ms. Sonia Saini along with PLV Sh. Ashok Kumar addressed the students.				
12. Women's Day celebrated	05/03/2018	12/03/2018	120	0
13. Daksh Academy	18/06/2017	07/07/2017	20	0

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	2

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
2017	1	0	08/08/2017	01	National Seminar on Media and Defence (Sanman Samaroh) by JMC Department in collaboration with India	Media as a strong pillar of Democracy	1000

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Tutorial Agenda for Students	16/09/2017	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	01/07/2017	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. A lecture on AIDS awareness by Mr. Anil Kumar Pandey	09/08/2017	09/08/2017	80

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Water Harvesting system with storage capacity of 12300 sq. ft. was completed on 19th July, 2017 for conservation of water. 2. Vehicle free Day was observed on 14th February 2018. 3. Car Pool Days were observed on 24th November, 2017, 6th April 2018 and 10th April 2018. 4. On 23rd September, 2017 a tree plantation drive was organised in memory of 363 people who sacrificed their lives in 1730 to save trees. 5. On 10th November, 2017 a Poster-making Competition was organized by Eco Club on the theme of 'Prevention of Pollution and Conservation of Fuel.' 6. Naming of plants was done to make the students aware of the scientific names of plants and trees 7. The garden waste, Hostel Mess waste and college canteen waste were segregated and disposed off in different ways i.e. Hostel mess waste was used for feeding animals. 8. Energy efficient tube lights and LED lights installed. 9. Subject of Environmental Studies is compulsory for all U.G. students which inculcates eco-friendly behavior in students. 10. Leaf litter is collected in pit for leaf manure. 11. To make the students adopt eco- friendly behavior, they were sensitized towards environment related issues by organizing various events like Slogan Writing,

Poster Making and Science Exhibition etc. 12. Request was made for obtaining Tertiary Water Connection for irrigation purpose of parks/green areas in the college campus to HUDA, Panchkula. 13. Battery operated cars are also used by faculty members.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

1. Sustainable Environmental Practices
2. Apna Kitaab Ghar: A Charitable Book-bank
3. Quest: A Search for Harmony
4. Campus Buzz: The News-letter
5. Swacchh Bharat Mitra Best Practice

Title of the Practice: Quest: A Search for Harmony. **Objective of the Practice:** The very name of this practice, Quest: A Search for Harmony, suggests how and in particular ways, the trans-academic and academic curiosity of students can be satiated. The aforementioned practice for college students and faculty members was started in early 2015 with the underlying aim to inculcate social, ethical, cultural values amongst students and staff members through special lectures and interactive sessions. **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. Growing consumerism, fast life, over ambition combined with the degradation of moral and family values, has led to many complexities in the life of Indian youth. 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 which is a kind of leadership education. Since the students are a part of future leaders of our country, so, until we create good citizens, we cannot dream of making good leaders and better India for tomorrow. The aim of following this practice was to make students judge what is right and refrain from doing what is wrong so that they become good and responsible citizens. Keeping all this in mind, the focus of this practice was to make students aware of Indian values, telling them ways and means to overcome stress and tension through yoga, meditation and positive thinking. **The Practice:** Through lectures delivered on ethics, moral values, life history of great leaders, it was expected that this practice will curb unethical practices in students and guide the students to comprehend the real meaning of good actions, internal happiness, giving respect to elders, helping the needy and taking pride in Indian cultural heritage. Three lectures were organized in this session. Through the interactive session on 'How to handle fear?' with motivational speaker, Mr Vivek Atray (Former IAS) and informative talk 'Psychological Counselling' by Dr H.C. Gupta, trained Counsellor, an effort was made to address the problems faced by the students in handling failure and also their need to seek help from trained counsellors when need arose. The students were made conscious of rich cultural heritage of India passed on through spiritual texts by facilitating a talk on 'Importance of Gita in Present Times' for them by Dr Shri Prakash, Founder, Matri Bhoomi Mission, Kurukshetra. It is through this practice that the college has tried to play role of 'change agents' for building a healthy environmental in college and society at large. **Evidence of Success:** The students have shown great interest in listening to the resource persons. There has been active participation in the three interactive talks held during this session. Sometimes students come up with new idea thereby leading to enhancement in their knowledge as well as building their 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

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 them discover their field of interest and showcase their talents in the varied fields of photography, reporting and other journalistic practices. 5. To document and showcase the major activities of the institution. The context: In the context of higher education scenario in India, where major stress is on theory, such practices which teach theory through practical are a welcome and refreshing change for the students. If the student is hurled into the ruthless competition world with mere theoretical knowledge, he would surely be disillusioned with the education he has received. The publication of this news-letter served as a learning tool for the students. This practice is also a unique blend of both learning and growing. It assures the students regarding what their job responsibilities would look like in future. By engaging in the complete process of developing the newsletter, they cultivate an understanding of the field of journalism and mass communication. This practice enables them to face their jobs with ease and precision. It provides them with challenge solving opportunities and helps them in understanding the nitty-gritty of the profession. This not only builds their confidence but also ensures that they are professionally well turned out. The Practice: A news-letter is a must for students of journalism and mass communication to understand the basics of the subject and gain practical exposure. However, the Department of Journalism and Mass Communication also wanted to use the human resource available with them in the best possible manner and contribute to the overall showcasing of the college activities. It intended to bring an understanding to the students involved in the publication about how the PR tool of newsletter can play an important in building the image of the institutions. Evidence of success: The department successfully came out with more issues of the newsletter that gained appreciation from not only the college staff but also guests who came across the newsletter. This made the students more confident as they gathered more experience from the exercise of publication of multiple issues. Problems encountered and Resources Required: Lack of infrastructure and limitation of time were major problem areas during the session. Due to limited space only few selected news stories could be published. Best Practice 5 Title of the Practice: Swacchh Bharat Mitra Objective of the Practice: 1. To instil in students a sense of responsibility towards their institution. 2. To inculcate in them the habit of keeping their immediate surroundings clean. 3. To provide assistance to the minimal helping staff available in the college. The Context: The Swachh Bharat Abhiyaan started nation-wide to celebrate 150th Birth anniversary of Mahatma Gandhi was the inspiration behind starting this practice. The Practice: The concept was to appoint the senior-most students from each faculty and ask them to adopt one class room each and see to its general cleanliness and get it done from the minimal manpower available in the college. It was also intended to prepare the next batch of Swacchh Bharat Mitra from junior classes who will take up the responsibility after their seniors pass out of the college. The first phase of this practice started with the induction of first batch of Six (06) Swacchh Bharat Mitra from the Department of Commerce for Six rooms of Commerce Block. These students voluntarily opted to provide their assistance in the upkeep of the rooms allotted to them. Evidence of Success: Though the six Swachh Bharat Mitras faced the expected problems like lack of support from their peer groups, their feedback instilled the confidence to carry on with this practice in the next session as well. Problems encountered and Resources Required: As pointed out by the Swacchh

Bharat Mitras, they needed some sort of symbol (badges, etc) which would authorize them to carry out their duties and acquaint the other students with what they were intending to do through this practice.

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

The college is distinctive in having on its campus a Start-up Incubator-cum-Centre of Excellence, which is one of a kind in any government college of Haryana. Started by the Department of Higher Education, Haryana, it has been built in order to promote self-employment and entrepreneurship in the state of Haryana. The Start-up Incubator-cum-Centre of Excellence, was inaugurated by the Hon'ble Education Minister of Haryana, Sh. Ram Bilas Sharma on 11th April, 2018. It aims to cater to four colleges of the Panchkula district besides Government P.G. College, Sector-1, Panchkula. The other colleges of the district that this Centre of Excellence will benefit are Government College for Women, Sector 14, Panchkula, Smt. Aruna Asaf Ali Government Post Graduate College, Kalka and Government College, Barwala. The centre aims to identify and support New Business Enterprises, Develop Business Ideation at college level and encourage Innovative Start-ups by providing assistance and guidance to aspiring entrepreneurs regarding all kinds of know-how related to government compliance, regulations, and procedures to establish new businesses. The Incubator will run specially tailored Entrepreneurial courses, Practical Training and Mentoring Programs for all the four colleges of the Panchkula district.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Divyaang friendly provisions. 2. Publicity of Start-up Cum Incubation Centre increase in its activities. 3. Inauguration of New IT Block. 4. Proposal to start IGNOU Study Centre in college. 5. Proposal to lay 50MBPS lease line for better connectivity in the whole campus. 6. To encourage Faculty (Teaching Non Teaching) participate in Research and Skill/Faculty Development Programmes. 7. Shifting of Development of Computers Science, JMC, and Physical Education University Cell to new IT Block. 8. Introduction of more practical training leading t skill enhancement of students. 9. Curriculum enrichment through more value added courses. 10. Plan to start new courses offering better employability. 11. Thrust on activities related to environmental awareness and protection. 12. Speed up the installation and working of Solar Panels. 13. To increase the number of smart class rooms to enable ICT learning. 14. Preparing for hosting XII International Geographical Union Conference for 3 days.