



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Richa Setia
Phone no/Alternate Phone no.	01722560076
Mobile no.	9417579960
Registered Email	richaasetia@gmail.com
Alternate Email	gc1_panchkula@yahoo.co.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://gcpanchkula.ac.in/naac.php">https://gcpanchkula.ac.in/naac.php</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://gcpanchkula.ac.in/academic.php">https://gcpanchkula.ac.in/academic.php</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.05	2003	21-Mar-2003	20-Mar-2008
2	B	2.20	2014	20-Feb-2014	19-Feb-2019

<b>6. Date of Establishment of IQAC</b>	01-Jul-2003
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Submission of AQAR	18-Mar-2020 30	30
Submission of AISHE data	14-Feb-2019	2

	10	
External meeting of IQAC	04-Jul-2019 01	26
Academic Audit (PRAYAAS) conducted	13-Mar-2019 10	1000
Participation in NIRF	27-Nov-2019 01	1000
Meeting for preparation of student satisfaction survey report	01-Mar-2020 01	1000
<a href="#">View File</a>		

**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	2019 365	244041987
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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 :**

9

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)**

Energy Audit, Green Audit, Water Audit for in tune with SDGs and for ecorestoration

Solar plant augmentation for clean energy and to reduce carbon footprints.

Submission of Proposal to start new Courses with better employability viz BA

Hons.(Applied Psychology), PG Diploma in Translation,M.Com IT etc.

30 Startups Incubated in Startup Cum Incubation Center of Excellence

Started IGNOU Study centre

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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
Academic audit of the college	Accomplished : audit done by the Dept.of Higher Education , Haryana.
To get Development Fund from the affiliating University	In Process: proposal being sent to university
A separate common room for boys	In Process: a canopy being constructed out of grant from RUSA
Re- accreditation of college from NAAC	In Process: College preparing for accreditation ; IIQA soon to be uploaded
Improve sports facilities	Cinder track constructed out of grant from RUSA
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Council	06-Dec-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

06-Dec-2019

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

20-Feb-2019

**17. Does the Institution have Management Information System ?**

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>ERP MODULE The ERP has been designed to cater to the requirements of the colleges for a robust database and MIS reporting for all the students, existing and alumni. Right from admission to fee deposition, scholarship, examination and evaluation, complaints and grievances, placement, employee and asset management are done through a very userfriendly interface. The ERP ensures that there is minimum manual effort for data entry and the records of all students and employees are safe at all times.</p> <ol style="list-style-type: none"> <li>1. Assets Management Module: Under this module Department wise Stock entry of the college property and infrastructure details are entered.</li> <li>2. MIS HR Module: Details of the employees of the college and their record like leave record, staff statement, research publication etc are made under this.</li> <li>3. Placement Module: Records of Job/Placement events and placement data with on the spot students registration and placed students with company detail of last three years are maintained in this module.</li> <li>4. Grievances Module: Under this module, the details of complaints registered by the college staff and college students during the session and action taken against these are recorded.</li> <li>5. Shiksha Setu: Under Shiksha Setu app, recording of attendance of students, time table and notices etc are made.</li> <li>6. Learning Management system(LMS): A Learning Management System (LMS) an online system or software used to plan, execute, and assess a specific learning process is proposed for documentation, tracking, and recording academic progress.</li> <li>7. Online Admission: Under this module, Centralized online admission process is going on. The merit lists of students are generated online and after the admission, all work like change of subject, migration of student to other college etc is done under the ERP.</li> </ol>
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**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

The institution kept a strict adherence to UGC and Kurukshetra University guidelines. As per the syllabus, as well as academic calendar provided by university, weekly lesson plans are uploaded on the college website and also displayed on students' notice board. The teaching schedule and timetable are prominently displayed and being adhered to strictly in class and tutorials. Student centric interactive strategies are adopted. The classroom practices are updated and modified so that it remains sensitive to student needs. It also provides timely intervention in the classroom. Students enrolled in practical subjects are motivated personally by the faculty members to spend more hours in laboratory setup and understand the practical aspects more clearly. Institution has received more than 3 lakhs from RUSA for the laboratories upgradation. The implementation aspect of the curriculum also included providing challenging assignments and special opportunities to children. A beforehand exposure to research was also given to the students by means of their timely interaction with subject experts, internship programs and mentoring sessions. Further, internal feedback procedure has also helped in introducing innovative methods in teaching learning procedures. A grant of 2 lakhs and 50 thousand has been received for the upgradation of libraries. The central library has been updated with latest books. In addition the departmental libraries play an important role to ease out the access to study material to the PG students. The PG students are motivated to participate in various workshops, seminars, and conferences organized at college & inter college level. This helps students to come across the latest researches, updates, topics, emerging issues and recent trends pertaining to their respective subjects. Link of latest updates in their respective subjects were shared with the students so that they can access these links through computer facility provided in the central library. Departments also worked at identifying students who needed academic assistance. Efforts have been made to solve the queries of the students. To check student's performances and their extent of knowledge gained in the classroom settings regular assignments are being taken from the students and they are made to undergo class tests to become self-aware about their goods and limitations related to the subject. And the students are further counseled to work hard and more oriented towards better understanding of the subject.

#### 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	01/07/2018	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
BA	nil	01/07/2018
No file uploaded.		

#### 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	01/07/2018

#### 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
Introduction to Media(MA-01)	12/02/2019	28
Introduction to Photography(PT-01)	14/02/2019	48
Mushroom cultivation(BOT-03)	02/07/2018	20
Pollution(EVS-02)	02/07/2018	21
Performing Artist(MUS-V)	01/07/2018	10
General Fitness(PHYED-01)	11/03/2019	49
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Visit to excavation site (Fatehabad)	17
BSc	Visit to Vulture Conservation & Breeding Centre, Pinjore	83
BSc	Visit to Sanawar, Mallah Herbal Botanical Garden	83
BA	Taekwondo Self Defence	23
BPEd	Basic Yoga for fitness	50
BA	Health and Hygiene	50
BA	saral Sanskrit Sambhashan	15
BSc	Composting and Vermicomposting	29
BA	GIS Training	5
BA	Guru Shishya Parampra	50
<a href="#">View File</a>		

### 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 institution collected feedback on curriculum aspects and courses from different stakeholders such as students, alumni, faculty, employers and parents with the help of a standard questionnaire. The questionnaire was distributed to all students during the mentor mentee session, and to other stakeholders during meetings. Stakeholders were free not to disclose their identity on the form which in turn gave them a secure atmosphere to give true feedback for curricular aspects of the college from their point of view. Scoring was done and frequency of answers was calculated. Further a total score was attained and maximum opted option for each question was derived. The analysis provided a picture of stakeholders' valuable suggestions regarding the teaching methods, regularity of classes, use of smart classrooms, use of better and more teaching aids, more interactive sessions during class, well equipped laboratories, augmented library facilities, and inclusion of advanced learning modules in their curriculum. Most of these valuable suggestions were incorporated in curriculum and planning for development of the college. The highlights of feedback derived from teachers, employers, alumni and parents included revision of syllabus, more group assignments and projects to be given, to make teaching more practical based and interesting, focus more on research based teaching, more exposure of the students to latest development in research, imparting of skill based learning, apart from regular teaching social awareness and human values to be imparted to students. The suggestions also included increased focus on inter disciplinary activities of many courses, employability skills to be improved, incorporation of various training programs to improve the placement opportunities, enrichment of aptitude skills, and students to be more participative. The valuable suggestions given were considered and necessary actions were executed. As a holistic approach the suggestions and their implementation led to more effective curricular aspect of the institution which further resulted in better imparting of education and more satisfaction as well as better results from the students.

## 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	768	360
<a href="#">View File</a>				

### 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
2018	2096	318	40	8	46

### 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
113	77	5	18	16	4
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The College faculty has an open door policy for the students. Every student is free to approach a teacher in times of distress. Although a structured / formal mentoring system was started w.e.f. from 2017-18 but teachers have always been accessible to students. As more than 90 students enrolled in this college are from rural background, therefore, they have a better chance of getting groomed under the special guidance and support of a faculty member who can assist them in recognizing their skills and strengthening their abilities. Mentees are assigned their respective mentors at the time of orientation, so that the mentoring program could begin as soon as possible. The mentorship program is for all the students. The first year students, in particular require personal support in settling in the institution, and tackling their academic and personal problems. A batch of fresh entrants (first year of UG/PG/Hons./Diploma courses) comprising of 30 students is assigned to one mentor. Mentors interact with their mentees during tutorial meets and also via Whatsapp groups to discuss their needs or support required. A register is maintained by each mentor in which important personal details of the mentees are entered. Every mentor - mentee group is connected through a separate What's app group to maintain contact while not in the college. A mentee can ask questions. Via whatsapp/through phone or personally the mentor responds to their queries and provides appropriate guidance. Students are encouraged to participate in various extracurricular activities, sports, workshops. W.e.f academic session 2018-19 it has been decided that the same faculty member would be the mentor of a batch all through their stay in the college i.e. 3 years for UG courses and 2 years for PG courses. This would establish a strong bond between the mentor and mentee and would help them discuss career options even after completion of their graduation. The mentors also contact the parents telephonically and personally for the slow learners or the students having poor attendance / performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2414	108	1:30

## 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	94	10	13	36

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
2018	Mrs. Srupinder Mahal	Associate Professor	Appreciation Letter from District Administration Panchkula

[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	nil	Semester	01/05/2019	01/07/2019
<a href="#">View File</a>				

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

The evaluation system decided by the affiliating university (KUK) is adhered to. The main written examination is conducted at the end of every semester. There is a 20 component of internal assessment. The following modalities per Semester per subject are followed for internal assessment: one class-test (one period duration) comprising 5 marks, two assignments : 10 marks (Ist Assignment after one month IIInd Assignment after two months), attendance : 5 Marks . Every teacher Mentor apprises students - particularly to the new batch, of the pattern of examination and scheme of distribution of marks in their respective subjects. The college ensures that the students are academically as well as mentally prepared for the examination. The subject knowledge is assessed through direct and indirect methods of assessment like objective tests, quizzes, every day attendance and oral examination. The college also conducts group discussions, seminars and guest lectures at regular basis to enhance the overall knowledge of students. The final year students are encouraged to give assignments by power point presentations. This enhances their communication skills, computer skills and their level of confidence. Mock practical exams/ viva vocae are conducted to prepare students for practical examinations. The results of class test are declared within a week of the test and poor performers are identified. Registered letters/ sms are also sent to the parents of students showing frequent absenteeism. The students who are slow in grasping subject matter are identified on the basis of their classroom performance, and personal interactions. Teachers pay extra attention to slow learners. The parents are also kept in the loop through parent teacher meeting (PTM) held periodically.

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

At the beginning of every academic session a calendar is prepared where in teaching days , Plan of Activities , Examination schedule, Vacation schedule , Special Day celebrations etc are listed . The Academic Calendar is prepared by the university and is strictly followed by the college. Keeping in view the teaching days, every teacher prepares a weekly / monthly lesson plan which is shared with students and is also uploaded on college website. The Principal takes review meetings with HODs to ensure that every teacher adheres to the Academic Calendar. The Departments also plan departmental activities at the beginning of the academic session. Activities like guest lectures, quiz contests and interactive sessions with eminent persons are conducted regularly to enrich the curriculum. The academic calendar as well as activity calendar is displayed on the institute website. A copy of the syllabus is given to each student on the first day of college. Students are also made aware of the evaluation process during orientation program at the beginning of 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/files/programme-outcomes.pdf>

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	210	68	32.38%
<a href="#">View File</a>					

## 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://qcpanchkula.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

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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' Photography Workshop under the aegis of department of art and Cultural Affairs, Haryana and photo drive to unexplored places including Thapli and foothills of Morni and Pinjore	Department of Journalism and Mass Communication Photography Club , Placement Cell Iconic Arts Society	14/02/2019
Three day media workshop by renowned Radio Jockey Mr. Amit Singh Rawat, Amandeep Singh, Ms. Kamini Arya from Daily Post and Mr. Lokesh	Department of Journalism and Mass Communication	13/02/2019
Mega Job Fest	Placement and Career Guidance Cell	25/02/2019
Pre Placement Intensive Career Training	Placement and Career Guidance Cell	18/02/2019
One Day workshop regarding 'ethics of social media' with Corporate trainer Sandeep Bhardwaj and social Media expert Sumanto Ghosh as	Placement and Career Guidance Cell	09/03/2019

the resource person		
3 Days Workshop on Entrepreneurship, Training for Soft Skills and Lectures on Financial Concepts, Entrepreneurship Competencies and Technology Innovations.	Computer Science Society with C-DAC Mohali	26/09/2018
STARTUP SUMMER SCHOOL	Startup Incubator cum center of Excellence	03/07/2019

### 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
nil	nil	nil	01/07/2018	nil
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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
01	Start-up Incubator	DGHE	Triya Homemade Chocolates	FB	03/07/2018
01	Start-up Incubator	DGHE	Fashion queen	Dress Designing	01/08/2018
01	Start-up Incubator	DGHE	YandT Art	Handicraft	01/09/2018
01	DGHE	DGHE	Genius By choice	Education	01/09/2018
<a href="#">View File</a>					

### 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
nil	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	nil	0	00
International	Zoology	1	3
International	Geography	3	5
International	Computer Science	2	4
International	English	3	5

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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
Botany	8
English	2
Sanskrit	1
<a href="#">View File</a>	

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	2018	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	2018	0	0	nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	41	9	30	2
Presented papers	26	7	0	0
Resource persons	0	1	0	2
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**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
One Day Drug De Addiction Awareness Camp on 14.04.2019	YRC, District Red Cross Society and Community	5	45
<a href="#">View File</a>			

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
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Independence Day Parade NCC	First Position	District Administration	20
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Voting Awareness Programme	State Electoral office	Talk by Keshni Aanand Arora on Voting Awareness on International Womens Day on 08.03.2019	10	100
<a href="#">View File</a>				

### 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	nil	nil	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
on-the- job training	Processing and Quality control of milk and milk products	Utsuk Dairy, Hisar, 930636 4305	05/06/2018	04/07/2018	01
on-the- job training	Processing and Quality control of milk and milk products	Coperative milk Producers Union Ltd, Ambala	10/06/2019	10/07/2019	01
on-the- job training	on-the- job training	Parle Biscuits Pvt Ltd, Bahadurg arh	08/06/2019	08/07/2019	01
on-the- job training	on-the- job training	Civil Hospital, Panchkula	14/06/2019	13/07/2019	01
on-the- job training	on-the- job training	Civil Hospital, Panchkula	07/06/2019	06/07/2019	01

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Bulls Eye	25/07/2018	career guidance to students	40
FPA India	06/05/2019	Sexual reproductive counselling	0
Road Safety Organisation	10/06/2018	To reduce road traffic injuries	2000
Distt. Red Cross Society	15/10/2018	Tree plantation and Blood donation	200
Medicove Health guard India pvt. Ltd.	04/06/2019	Health care camp	0

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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
48759179	35146179

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing

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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	02	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23591	4710020	700	207000	24291	4917020

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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
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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	257	4	8	1	0	8	12	2	0
Added	0	1	0	0	0	0	0	50	0
<b>Total</b>	<b>257</b>	<b>5</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>12</b>	<b>52</b>	<b>0</b>

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

52 MBPS/ GBPS
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##### 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
259911335	1953594	51449	331612895

##### 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)

<p>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 constituted by the Principal. The committee generally, consist of at least three members of the staff including one senior faculty member and the HOD where purchase is to be made. All items purchased are entered in the stock register. Apart from this, the Principal is authorised to allow 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 there after supply order is placed to the firm which has quoted the lowest rates. One or more senior faculty members act as the bursars' of the college for maintenance of accounts of fee/ funds and grants and to ensure correct drawing and disbursement of the funds.</p> <p style="text-align: center;"><a href="https://gcpanchkula.ac.in/files/annual-duty-list.pdf">https://gcpanchkula.ac.in/files/annual-duty-list.pdf</a></p>
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#### 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. Merit scholarship	26	84000
Financial Support from Other Sources			
a) National	nil	0	0
b) International	NRI sponsored Smt. Savitri Devi Sri Narindar Paul Sabharwal Scholarship	1	14000

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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( Tense Buster Module)	01/07/2018	159	DHE (focus technology)
Personal Counselling	01/07/2018	9	Counselling cell (Psychology dept.)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Placement and Career Guidance Cell ( Pre Placement Intensive Career Training)	895	895	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
9	9	7

## 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
32	374	113	nil	14	14
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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
2018	81	BA, ,B.Sc, B.Com, BMC	GC-1 Panchkula	GC-1 Panchkula KU and affiliated colleges of PU,CHD	M.Com , M.Sc, 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
NET	12
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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
Wrestling (M W) Competition from 21-/08/2018.	College Level	40
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold	International	1	0	B.P.Ed. I-18091651	Ravikant
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the directions received from KUK order letter no. CBR/2018/1518-900 dated 11.10.2018, the elections of the Students Union of the college for the year 2018-19 were got conducted after the lapse of 22 years..The voting was done on 17.10.2018 and the following of the student body were elected: - I. CLASS REPRESENTATIVES (CR's): In all Twenty-Four (24) Class Representatives were formally elected by way of Ballot Paper Voting / Unopposed election by the

concerned students of the college. II. OFFICE BEARERS: The elected CR's chose Office Bearers by way of Voting followed by Draw (in cases where the election got tied in voting), the names are: - 1. Mr. Chirag of MA-I Pol. Sc. President 2. Mr. Gurjantof BA III Vice President 3. Mr. Amit Rana of MA I (Hist.) Joint Secretary 4. Ms. Sapna of B P Ed - I Secretary III EXECUTIVE MEMBERS: The following students were elected as executive members by common consent of the CR's: - 1. Mr. Happy MA-I Economics 2. Mr. Karan B.Sc-I - Non-Medical 3. Mr. Sandeep BMC - III 4. Mr. Bhupinder B.Com - III 5. Mr. Gaurav BA- I All the results were announced and displayed on the notice board of the college on 17.10.2018. The Centralized Committee (Elections) which oversaw the elections was as under: - • Mrs. Jyotsna, Associate Professor, In charge • Mrs. Kumkum Gupta, Associate Professor, Convenor • Mrs. Kamlesh, Associate Professor, Member • Mr. Subhash, Associate Professor, Member • Mr. Sajjan Singh, Associate Professor, Member • Mr. Bhup Singh, Associate Professor, Member • Mrs. Kavita Dhanda, Associate Professor, Member The meetings of the council are held periodically, allotted a separate office in the IT Block of the college. The students representatives act as mediator between the administration and the student. The council also helped in the collection of data for the voter Ids of the students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

44

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

27103

5.4.4 – Meetings/activities organized by Alumni Association :

One Executive members meeting held on 27 April 2019 One Alumni Meet held on 15 June 2019

### 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 the institution. The Principal, Vice Principal, HODs and faculty as members of various committees collectively make efforts to plans and execute them. The Principal, Vice Principal, IQAC members, Council members, teaching and non teaching staff. All work in collaboration for the smooth functioning of the college. All the staff members are members of various committees and the senior staff members act as the conveners of committees. Various curricular and extracurricular activities are organized through student participation. The Conveners of various committees and HODs 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 respective department prepare the activity schedule of their department and also to choose the ways to impart knowledge among students. 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. Members of the alumni association, Parents, non teaching staff and representatives of the students are also kept in the loop for curricular, co-curricular and infrastructural development for the ongoing projects and the new projects to be started. All government grants are distributed after considering the requirements of every department. 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)?

Yes

## 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
Admission of Students	<ul style="list-style-type: none"> <li>• Admission process is fully transparent. Admission is based on Merit and State Reservation Policy is followed.</li> <li>• Admission process is as per the guidelines and norms of DHE and KUK.</li> <li>• On-line admission form filling, generation of E- fee challan as well as online fee payment help has been extended to the students by the trained faculty members for the assistance of newly-admitting students.</li> <li>• One computer lab with internet facility was specifically made available to students.</li> <li>• Student Helpdesk section is also provided for resolution of admission related queries of students.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• One month on the job training in nearby industry is undertaken by B.Sc. (M) students having Ind. Micro- Biology as optional subjects.</li> <li>• Students of BMC get regular exposure in editing news items photography.</li> <li>• MOU's are signed with various industrial units, institutes and agencies for employment/Campus placement of students. Job fair was also organised by the placement cell of the college.</li> <li>• One of our students, Anshu Malik(M.Com.) has undergone vocational training at JW Marriott, Chandigarh in Finance department from 20 May 2019 to 26 July 2019 and her performance was evaluated as excellent.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Staff members participated in various training programmes like NSS and NCC trainings organised by HIPA, ASC of various universities, and by other public/private departments/agencies.</li> <li>• Various Committees viz. Grievance cell, Women cell, eco club, legal literacy</li> </ul>

cell, along with the Staff Secretary Social Secretary work together to create a harmonious environment. • Grants are disbursed after discussing with HODs of various departments and Bursars. All the decisions are taken unanimously. • Special meetings are being held with all the HOD's (PG and UG) regularly. • A self appraisal report is filled by the teaching and non-teaching staff and is submitted to the competent authority.

Library, ICT and Physical Infrastructure / Instrumentation

• Library: Beside an easy access to books, journals, newspapers, library provides proper facilities like showcases, newspaper stands, notice boards etc. along with separate reading and internet browsing area. We also have separate departmental libraries for PG Students. • ICT: There are 18 ICT enabled smart class rooms facilitating audio-video display in our wifi enabled campus. English Language Lab and EDUSAT helps in enhancement of communication skills. • Infrastructure: Fully equipped science, language and computer labs, canteen, girls common room, auditorium, staffroom, cycle stand and separate wash-rooms for staff and students. Labs and library with new books and shelves are upgraded annually.

Research and Development

• Faculty members are motivated to apply for UGC grants and are encouraged to submit more more proposals for major minor research projects. • They are also motivated to participate in National /International Seminars, Conferences by giving them duty leaves 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 and new research areas are conducted. • Students of Psychology and Commerce department presented papers in National as well as International seminars.

Examination and Evaluation

• Semester system is adopted for the examinations which are conducted by the Kurukshetra University, Kurukshetra for UG PG and B.P.Ed. course Annual system for PGDCA and PGDJMC. College follows the University guidelines in this regard. • College is Nodal Centre for

disbursement of question papers, collection of answer sheets and Spot Evaluation of papers. For this purpose strong store room has been created by the college. • Class tests are taken on regular basis. • Staff members performed flying squad duties , practical exam duties and set the question papers also. • College conducts Compulsory Computer exam and EVS exam on annual basis.

Teaching and Learning

• Various strategies are adopted by the teachers to make Teaching and Learning student centric, interactive and practice based. • Academic activities like Seminars, Workshops, PPT presentations, Educational visits, field visits and science exhibitions are conducted by various departments. • Teaching faculty is encouraged to attend various refresher/orientation/short term courses to refresh their knowledge. • Students are encouraged to participate in various activities conducted by Subject Societies and Clubs and important days are also celebrated. • Educational Tours Inter-College competitions are regular features of the process. • Students are encouraged to make use of the library and internet resources for completing their semester assignments.

Curriculum Development

• Curriculum Development is the prerogative of the officiating University Teachers of the college play an active role in the curriculum development as members of Board of Studies. • College council and Advisory committee along with the HOD's develop various strategies for effective implementation of the curriculum. • Relevant topics schedule for extracurricular activities is finalized by holding meeting with HOD's, Alumni, and Tutorial meetings. • 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 are initiated.

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

E-governance area	Details
Administration	• All guidelines, notifications, Rules and Regulation issued by KUK, UGC and DGHE of Haryana have been implemented

by the College Administration. • 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 DGHE Website. • Online leave applications are submitted by teaching, non-teaching and extension staff. • Staff profile has been monitored by the Principal and also by DGHE through HRMS and MIS portal. • As a proof, reports and pictures are uploaded on the website to verify all the activities and functions conducted by different departments.

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 on day to day basis. • Office is fully computerised. • PFMS portal is frequently used for carrying out the monetary transactions. • Payment to the vendors of different articles is done by the college through GEM portal.

Student Admission and Support

• Admission process is online and hence fully transparent. • Admission is based on Merit and State Reservation Policy is followed by online admission form filling and generation of e-fee challans and online fee payment. • One computer lab with internet facility and a committee of trained members for the assistance of students is available in the college campus during online admission. • The admission process in the college is administered and regulated by KUK and DGHE of Haryana. • Student help desk comprising of old students is made available for grievance redressal and ensuring complete satisfaction of the new applicants.

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. • Internal Assessment and Practical Marks records in various



	<p>subjects are awarded through online portal. • Examination forms are filled online through KUK examination portal.</p> <ul style="list-style-type: none"> <li>• College is Nodal Centre for Spot Evaluation of papers.</li> </ul>
Planning and Development	<ul style="list-style-type: none"> <li>• As a Government Institution, the college follows all the guidelines, notifications and rules and regulations of KUK, UGC and DGHE of Haryana.</li> <li>• We have our own website for college which is linked with DHE portal as well to share necessary information and timely correspondence.</li> <li>• The College Council Members and Bursar discuss financial matters regarding grants received, needs of developments so as to plan and budget accordingly.</li> <li>• CCTV cameras and Biometric attendance machines are installed for marking and regulating attendance of teaching, non-teaching and extension staff.</li> </ul>

### 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	Mr. Pramod Ghanghas, Astd. Professor	Orientation of Participating Institutes to Initiate Work in Adopted Village Clusters	IIT, Delhi	6256
2018	Dr. Neeraj, Astd. Professor Mrs. Indu Bala, Astd. Professor	Digital Learning	SUPVA, Rohtak	7616
2018	Mrs. Anjela, Astd. Professor and Mrs. Neeru Sharma, Astd. Professor	Digital Learning	SUPVA, Rohtak	1380
2018	Dr. Richa Setia, Associate Professor	Digital Learning	SUPVA, Rohtak	8280
2018	Mr. Yashpal Singh, Astd. Professor	Online admissions workshop	S.D. college, Ambala Cantt.	1527
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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)
2018	Training /Workshop for ERP modules	nil	08/01/2019	08/01/2019	138	0
2018	AISHE workshop	nil	13/02/2019	13/02/2019	82	0

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	13/11/2018	10/12/2019	00
Short term course/ FDP	1	25/09/2018	01/10/2018	00

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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 reimbursement, Children Education Allowance, Conveyance Allowance, GPF/CPF/NPS/GIS, Creche, Quarantine Leaves, Blood Donation leave, Cashless Medical Facility, House Allotment	LTC, CCL, Medical reimbursement, Uniform Allowances, Conveyance Allowance, GPF/CPF/NPS/GIS, Creche, Blood Donation leave, Cashless Medical Facility, Wheat Advance, Festival Advance, House Allotment	Scholarship, Incentives for meritorious students, Earn While You Learn Scheme, Bus Pass Scheme, No Tuition Fee for SC and Girl 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. For internal audit, the college constituted a committee of 4 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. In our college,

audit of funds has been done up to March 2019. So far as the audit of grant is concerned, we have written letter to AG Office but till no reply received. We try our best to do audit regularly. Upto the purchase of Rs. 500, no quotation is required, after that there is need of quotation.

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

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## 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	iqac , kuk
Administrative	Yes	Government	Yes	Bursar

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 Job Oriented courses and PG courses, Value Added courses and Skill trainings.
2. Adopted Eco Friendly and Energy efficient measures to reduce carbon footprint in tune with UN SDGs.
3. Establishment of Startup Incubator to provide Job opportunities and Entrepreneurship Skills.

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
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2018	Student Information Brochure	25/07/2018	12/07/2018	25/07/2018	1000
2018	Swachh Bharat Internship Program:100 Hours to Swachhta by NSS at Villages Thapli, Chandikavaas and Kundi	31/07/2018	15/05/2018	31/07/2018	18
2019	Awareness Drive during General Election 2019	19/04/2019	19/04/2019	19/04/2019	10
2019	Milan- An Inractive Programme with students of Sarthak School	10/04/2019	10/04/2019	10/04/2019	41
2019	Training of Lab Staff	04/05/2019	04/05/2019	04/05/2019	11
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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
1. Training and Screening of Documentary on 'Cyber Security'	08/07/2018	08/07/2018	100	150
2. Aarambh: Inauguration of Three Days' Rakshabandhan Celebration: Open House Session Bindaas Bol with Mrs. Charu Bali, Police Commissioner	23/08/2018	25/08/2018	113	125

Panchkula, Address by Smt. Alka Gauri Ji from Vivekanand Kendra, Panchkula and Ms. Umang, representative from				
3. Slogan Writing Competition on Women Empowerment	23/08/2018	23/08/2018	10	15
4. An Online Test was conducted by Ms. Jaya, a resource person from Humanity Development Centre, Faridabad on Women Safety	23/08/2018	23/08/2018	100	100
5. Three lectures were organized on second day of Rakshabandhan Celebration: Swami Naisargika Giri on 'Role of Spirituality and Morality' in Women Empowerment 'Health and Hygiene' by Ms Geeta Saini, Executive member from Family Planning of India	24/08/2018	24/08/2018	100	100
6. Rally on Women Empowerment	24/08/2018	24/08/2018	60	40
7. Pledge ceremony, Signature Drive and Tying of Sankalp Sutra	25/08/2018	25/08/2018	200	250
8. Distribution of Pepper Spray	25/08/2018	25/08/2018	100	0
9. Lecture On	15/09/2018	15/09/2018	57	0

Menstrual Hygiene				
10. Two days' Workshop on Road Safety	30/10/2018	31/10/2018	31	1
11. Poetry Recitation Competition	02/02/2019	02/02/2019	13	5
12. Essay Writing Competition on 'Women Empowerment'	05/02/2019	05/02/2019	3	14
13. Workshop on Cookery	14/02/2019	15/02/2019	35	0
14. Panel Discussion on "Social Media: A Boon or A bane for Society and Individual"	20/02/2019	20/02/2019	20	20
15. Talk on 'Eating Disorders' and 'Healthy Cookery' by Ms Sarita Khurana	26/02/2019	26/02/2019	60	15
16. Workshop on 'Healthy Cookery'	27/02/2019	27/02/2019	50	0
17. Mehandi Competition	01/03/2019	01/03/2019	13	0
18. Self-defense by Daksh Academy	08/06/2018	10/07/2018	23	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
37.5

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	0
Ramp/Rails	Yes	2000
Braille Software/facilities	No	0
Rest Rooms	Yes	100
Scribes for examination	Yes	1

Special skill development for differently abled students	No	0
Any other similar facility	Yes	5

#### 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
2018	1	0	15/05/2018	76	Swachh Bharat Internship Program:100 Hours to Swachhta by NSS at Villages Thapli, Chandikavas and Kundi	Sanitation, Cleanliness, Hygiene, Village(Chandikavas) ODF, Prevention of TB, Hand Wash, Anti-Malaria, Anti-Dengue, Segregation of wet and dry waste	18

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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)
Student Brochure	25/07/2018	A booklet with the general introduction of the college, its Academic Calendar, the various schemes available for the college students, the rules and regulations to be followed and the respective time tables of different faculties was printed for the students for the first time in this session. Regular Tutorial Meets are held to address the issues related to students conduct and problems. Sexual Harassment Cell,

Grievance Redressal Cell, Women Cell exist to ensure the enforcement of ethical conduct. Quest Committee also tries to inculcate moral and ethical values amongst the students.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Poster Making and Exhibition of Posters was organised on the theme of AIDS awareness on the occasion of International Youth Day	10/08/2018	10/08/2018	25
<a href="#">View File</a>			

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

1. Tree Plantation Drive (14th July, 2018)
2. Vermicomposting Pit was set.
3. Birds' Feeders were installed by the Eco Club.
4. Second phase of Swachh Bharat Mitra
5. Car Pool Days
6. 30 KW Solar Plant (Proposal sent through RUSA for 45 KW Solar Plant)
7. LED Lights in the campus and IT Block
8. Extension lecture on Organic farming (11th February, 2019)
9. Slogan Writing Competition on World Sparrow Day (20th March, 2019)
10. Workshop on Solid Waste Management (17th May, 2019)

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. Sustainable Environmental Practices (Continued from 2014-15) 2. Apna Kitaab Ghar: A Charitable Book-Bank (Continued from 2014-15) 3. Quest: A Search for Harmony (Continued from 2015-16) 4. Campus Buzz: The College Newsletter (Continued from 2015-16) 5. Swacchh Bharat Mitra (Continued from 2017-18) 6. Mann Ki Baat: Apno Ke Saath (Counselling Cell) Title of the Practice: Mann ki Baat Apno ke Saath (Counseling Cell) Objectives of the practice This cell aims at helping the students to come out of their problems and make them capable of taking independent decisions. It also helps in one's efficiency and bringing a positive change in behavior. The objective of the practice is to: • To bring positive change in personality • To give value to life experience. • To contribute to students' success. • Helping students utilize their inherent skills. • To make students feel lighter and excited to live their lives. • To counsel and provide encouragement during life challenges. • Encouraging future generation to pursue, embrace and find a passion that not only changes the way they think but the way the world thinks. Context: • To address the emotional imbalance (stress, anxiety, tension, raised anger levels, frustration, lack of

concentration, etc) prevalent in today's generation. • To adjust in the transit phase from school education to higher education. • To preserve and prevent their emotional education and social needs. • To provide all necessary information to the students, to choose a better career and to get success in life. The Practice: Starting with icebreaking sessions, information is collected from the students in order to establish rapport with them. Their problems are discussed and the students are helped to understand, adjust and make changes in their behavior. In the end of the session, relaxation exercises are taught to the students. Problems faced: 1. There is lack of separate room to maintain secrecy and privacy of the students. 2. Lack of tools and instruments to identify the psychological problems existing amongst the students 3. There is hesitation amongst the students due to lack of awareness regarding counseling. 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. But it was observed that spirit of voluntarism, especially in matters pertaining to cleanliness, comes hard amongst students. Therefore, in its second phase this practice was percolated amongst the students with the help of Tutorial groups. A Swacchh Bharat Mitra from each group was selected who along with the members of his/ her group was allotted a place in the campus to clean and beautify. 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 Mitras, they needed some sort of sign (badges, etc) which would authorize them to carry out their duties and acquaint the others with what they were intending to do through this practice. On their suggestions, big dustbins were placed in all the floors of each block.

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

Guided by the Sustainable Development Goal 13 of the UN which has to be achieved by 2030 and necessitates taking urgent action to combat climate change and its impact, the college has adopted eco-friendly practices and makes consistent and noticeable efforts in order to contribute its share in the preservation of its immediate environment. Starting with the practice of burying the dry leaves and not burning them, the college has tried to reduce its carbon footprint in the micro environment of which it is a part. The college has been benefited in the process as the buried leaves which turned into manure further contributed to the growth of other plants and thus



beautified the campus. Car-free days have been religiously observed when the whole staff contributed by turning up at the college either by using public transport or using cycles to commute to the college. Car-pool days have been observed on the occasion of all the major functions in the college in order to decongest the traffic and also to reduce its impact on air quality. Students are not allowed to bring four wheelers to the college rather they are encouraged to use public transport. The subject of Environment Studies (EVS) is compulsory and it is also mandatory to pass it in order to attain the undergraduate degree. But rather than making it a burdensome academic exercise for the students, efforts are made to regularly sensitize them towards the environment by holding events like exhibitions, quizzes, poster-making, slogan-writing, etc., which involve them actively. Such competitions not only make the students aware of the environmental problems around them but also provides them solutions and measures to prevent them. Van Mahotsavas are held in every session and trees planted during this occasion are adopted by the students. The botanical names of the trees have been put on the trees in order to rouse the interest of the students, who do not have science background, to know more about the trees. All the students are made aware of the optimal use of water and encouraged to turn off the taps after use. Staff and students are encouraged to check wastage of electricity and switch off lights and fans when not in use. With the limited resources, the management and segregation of waste has been a difficult target to achieve. But the college has devised its own ways. First of all, it turned the dry waste into manure by burying the dry leaves. Then the vegetable peels and leftover food from the college canteen and hostel mess were disposed of in a philanthropic way by using it for feeding animals. In order to dispose of solid waste in an eco-friendly, a Vermicomposting pit was also set up. Having harnessed solar energy through 30 KW Solar plant installed in this session and proposal sent for installation of another 45 KW Solar plant, and also having saved water through its two water harvesting systems, the college has now moved successfully towards building the Windrow system.

Provide the weblink of the institution

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

## 8.Future Plans of Actions for Next Academic Year

1. Maintaining clean green campus in tune with the UN SDGs. Expediting functioning of the new 45 KW Solar plant, conducting Energy audit and Green auditing of the college.
2. Focus on Skill development Programmes for students in order to enhance their Communication Skills Technical Skills (High End Technologies/Skills which are in high demand on freelancing portals as per world's market need)
3. Motivate students to actively participate in Enrichment Programmes and also to avail the services provided by the Incubation Centre. To give them on-hand training in Retail Marketing, entrepreneurship show casing their Startups by organizing Startup Fair.
4. To prepare feedback proforma for all stakeholders and collect it online.
5. To apply and prepare for NAAC 3rd Cycle Accreditation.
6. To make old block Divyangjan friendly.
7. To engage NSS and YRC volunteers in initiatives aimed for the betterment of the local community.
8. To broaden the alumni database and increase their participation in the progress of the students/institution. Registration of the Alumni Association.
9. To conduct capability enhancement and developments programs and trainings for soft skills, life skills, vocational skills, yoga, self-defense, ethical values etc
10. Modernization of more class rooms to e-classrooms using ICT tools.
11. Student Progression Tracking by the departments by maintaining a student progression register.