Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE**
Name of the head of the Institution	**Dr Purushotam Lal**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01285220246**
Mobile no.	**9911501433**
Registered Email	**gc_mohindergarh@yahoo.com**
Alternate Email	**naacgcmahendergarh@gmail.com**
Address	**Government College, Mahendergarh Opposite Mini Secteriate Mahendergarh**
City/Town	**Mahendergarh**
State/UT	**Haryana**
Pincode	**123029**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr, Ashok Kumar**
Phone no/Alternate Phone no.	**01285220246**
Mobile no.	**8168575299**
Registered Email	**gc_mohindergarh@yahoo.com**
Alternate Email	**naacgcmahendergarh@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcmahendergarh.ac.in

4. Whether Academic Calendar prepared during the year

No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**0**	**2002**	**01-Jul-2002**	**30-Jun-2007**
2	**B**	**2.16**	**2017**	**30-Sep-2017**	**29-Oct-2022**

6. Date of Establishment of IQAC

04-May-2011

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
Science Exibition (College)	**01-Feb-2019** **1**	**60**
Science Exhibition (Inter College)	**04-Feb-2019** **1**	**40**

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government College Mahendergarh	Material and Supply	DGHE	2018 365	2010485
[View Uploaded File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	2
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 Uploaded File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. It was emphasized for lesson plan implementation in the teaching 2. Teachers were encouraged to participate in faculty Development Programme, Refresher Courses, Seminars, Workshops etc. 3. Use of more ICT tools.. 4. Timely preparation of AQAR.

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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
The IQAC has decided that cultural committee, science faculties, sports	Through out the year staff members organised various activities in which

committee, NCC officer and NSS POs are required to make special efforts in this direction. The IQAC has unanimously decided to conduct a orientation programme for the newly admitted students for the session 201819.	students of the college enthusiastically participated
The teachers were asked to complete syllabus within time and use innovative methods of teaching learning so that the students may become more interested in learning.	The syllabus of all classes was completed well in time and revision of the syllabus was undertaken. The teachers also made use of power-point presentations in their teaching and use of smart class rooms was ensured.
Interaction with students through various subject committees and orientation programme was encouraged. The Mentor-Mentee interaction was also made compulsory.	The in charges of different subject committees remained in touch with students through various activities. The mentors also interacted with the men tees during their allotted time.

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College, Council	18-Jul-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	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Staff details, Workload details, Teacher Strength, Teacher details. etc

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 college has a well defined mechanism for curriculum delivery and

documentation. The curriculum scheme is decided by the affiliating university IGU, Rewari. A staff council meeting is held at the beginning of the session, in which the entire chalked out action plan is discussed and conveyed by the principal to the staff members, for further effective implementation of the curriculum. The curriculum delivery is planned before the commencement of regular studies through weekly syllabus division plans ensuring optimum spacing of syllabus in study days. The syllabus division plan is so devised that an exhaustive coverage of syllabus can be ensured. The teachers discuss with students the concepts related to syllabus units and provide them the relevant current information. The students are encouraged to ask questions and provide their inputs to the teachers for effective delivery of curriculum subject matters. The teachers also ask questions from them to get immediate and effective feedback of what they are teaching. The optimum use of ICT through audio-videos, smart class-rooms, language-labs, compulsory computer awareness classes has been well integrated in the process of curriculum delivery. Not only this, students have been given opportunities to prepare and speak on the topics which are in their syllabus through seminars, oral presentation of assignments, group discussions and active class participation. Students are also provided the written handouts and other study material for ready reference. In the practical subjects, they have been given through grounding in the prescribed syllabus units. The teachers plan assignments and class tests in such a manner which not only provides comprehensive coverage of syllabus but is also helpful to students in their semester exams. The college has undoubtedly a mechanism for the well planned curriculum delivery. The teachers also make the students aware of their plan of lesson delivery not only in the beginning of the semester but also time to time during regular classes. On the whole the college is conscientiously engaged in imparting education to students in their chosen field and in guiding students about how they can proceed further in their academics and career with the springboard of knowledge provided to them by the teachers of the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	27/07/2018	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
Nill	NIL	27/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English	01/07/2018
MA	Hindi	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
00	25/10/2018	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	Yes
Employers	Yes
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 Principal and faculty members collect verbal feedback from the students during class room and one to one formal mechanism is used to obtain feedback from students. The students also drop their suggestions and complaints in suggestion box kept near the Principals office which are later discussed in the staff meetings and implementation is made accordingly. The students can put complaints/suggestions on college website and Higher Education Department through e mails, College Grievance Cell, CM grievance Portal and website link.

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	Graduation	600	1250	1058
BCom	Graduation	80	110	86
BSc	Graduation (NM)	400	1120	798
BSc	Graduation (M)	160	250	217
BCA	Graduation	40	80	80
MA	Hindi	50	250	95
MA	English	50	150	28
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2239	123	44	0	3

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
44	15	0	10	3	0

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)

Mentors are made of as per directions received from the O/o Director, Higher Education, Haryana, Panchkula. The duty of mentors is assigned to all the teachers proportionally. The mentors maintain comprehensive details of the students under their charge in the register and track the progress of the students till their graduation/post graduation from the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2362	44	1:54

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
57	44	13	0	9

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
Nill	NILL	Nill	NILL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end

				examination
BA	NILL	I/2018	01/08/2018	08/08/2018

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

Semester system has been introduced with award of 20 marks on the basis of student performance, class tests and attendance as per the criteria provided by the university. For this two class test 10 marks, one assignment 05 marks and attendance 05 marks. The transparency during internal assessment is observed by announcing criteria to the students and asking them to perform better.

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

The institution has directed to all the staff members to prepare a lesson plan for each subject as per the instructions issued by Director General Higher Education, Haryana, Panchkula and to follow it accordingly in their classroom teaching. The record of class work is maintained by the staff members and it is monitored by the respective Head of the Department. Each faculty member has to prepare the study material and notes of each topic as per syllabus and distributed among students for their academic preparation. All the teachers are assigned duties and they perform it sincerely. Evaluation of students is done on the basis of their performance in the activities like attendance, behavior of the student regarding teachers as well as with her fellow students, marks scored in the different academic tests taken by the teachers on time to time 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)

<div align="center">http://gcmahendergarh.ac.in/Data?Menu=BFcJrpmMV3E=&SubMenu=SYWIjQOu/+4=</div>

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
BSC	BSc	NILL	254	130	51.18
BA	BA	NILL	210	57	27.14
BCOM	BCom	NILL	22	2	9.09
BCA	BCA	NILL	20	8	40

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2.7 – Student Satisfaction Survey

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

<div align="center">http://gcmahendergarh.ac.in</div>

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	Total grant	Amount received

		agency	sanctioned	during the year
Nill	**0**	**NILL**	**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
0	**NILL**	

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
0	**0**	**0**	**Nill**	**0**

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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
0	**0**	**0**	**0**	**0**	**Nill**

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NILL	**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	**English, Hindi, Math, Sanskrit**	**7**	**0**
International	**English, Math, Economics**	**3**	**0**

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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
NILL	**0**

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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	Number of citations

					mentioned in the publication	excluding self citation
NILL	NILL	NILL	Nill	0	NILL	0

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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
NILL	NILL	Nill	Nill	0	0	NILL

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

Number of Faculty	International	National	State	Local
Nill	2	7	0	0

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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
Seven Day NSS Special Camp	NSS	6	160

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	NILL	NILL	0

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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 activites	Number of students participated in such activites
Gender issue	Women Cell	Slogan Writing Competition, Essay Writing, Poster Making	15	150
Tree Plantation	NSS	Tree Plantation	30	100

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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
0	NIL	0	0

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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
0	0	0	Nill	Nill	0

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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
0	Nill	0	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
100000	86488

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	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 patially)	Version	Year of automation
Soul	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21188	0	249	0	21437	0

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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
NIl	NIL	NIL	01/07/2018

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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	140	0	3	3	3	2	10	2	0
Added	0	0	0	0	0	0	0	48	0
Total	140	0	3	3	3	2	10	50	0

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

50 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
NILL	NILL

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 incurredon maintenance of physical facilites
2	2260485	2	1813712

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)

The college has 16 Labs, 07 smart classrooms, 1 auditorium with seating capacity of about 500. 1 gymnasium, 1 library with information center for making use of free online resources of MHRD by students and teachers. There are projectors for delivery of lectures through use of online material. A dedicated Lease Line of 50mbps for the college Resource Center has been installed in the college by BSNL which is used in labs, Resource Center and office for both academic and office work. The annual grant received by the department is utilized by the principal for augmentation of labs. Lab attendants help in maintaining the labs along with apprentice trainee from ITIs who get hand in training in office and college labs.

http://gcmahendergarh.ac.in/images/92/Notice/Notice4252.pdf

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	Consolidated Stipend Scheme for SC students and free books to SC students, Post Metric scholarship for OBC students, Haryana State Merit Scholarship, Stipend Scheme for Dependent Children of Freedom Fighters	525	4974800
Financial Support from Other Sources			
a) National	POSE	3	48000
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	02/07/2018	2362	All teaching Staff
Language Lab	02/07/2018	125	Language Lab instructor
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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 passedin the comp. exam	Number of studentsp placed
2018	Extension Lecture	230	230	0	0
2019	Training Job Fair	120	31	13	3
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
000	0	0	000	0	5
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	5	GC Mahendergarh	Arts	GC Mahendergarh	MA
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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
Any Other	0
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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
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	Nill	Nill	Nill	00	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a student council headed by the president and other representatives. The council was elected to provide students representation and voice to raise students' related issues with the college administration. Not only this, the college provides ample opportunities to students to work in tandem with teachers and other college functionaries. Students are involved in various academic, co-curricular and extra- curricular activities. The designated cells, such as NCC, NSS, Women cell, Legal Literacy cell and various subject societies function with students' support as they are involved in planning, arrangement, conduct and reporting of events organized by these cells. Moreover, the students are involved in college administrative works by giving them responsibilities of various official works through Earn While You Learn scheme. Under this scheme, they not only get the remuneration for the work done but also get an opportunity to know about administrative work of the

college. Their suggestions for the benefits of students are incorporated in the college functioning. Moreover, through students' assembly in the beginning of the session and informal teacher taught deliberations, students' opinion about college functioning is obtained and later on channelized for the quality enhancement of college activities. The students representatives are included in important committee such as Anti-sexual Harassment Committee, IQAC and Sports board. Most of the initiatives and suggestions under the motivating guidance of teacher in-charges come from these students and after the finalization of activity, they plan their finer niceties. Their interest in the conduct of events is really appreciative and they involve other students fully in the organization of events. The volunteers of NSS and NCC are mainstay of the organization of different events and functions by providing logistic support and by maintaining discipline. Their role in extension activities and social awareness campaign is really remarkable. The tutorial group meetings are other platform for providing students avenues where they can share their opinion about college activities and get amends if required. Undoubtedly, there are effective channels to provide students representation and engage them fruitfully in college activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The decentralization in the governance of the institute is attained through college councils, staff meetings and different committees which take collective decisions regarding policy matters, academic improvements, purchase and maintenance of the college. These committes look after the college in consultation with non-teaching staff and suppoprt staff. Any decision before its implementation is discussed with the particular committee by the principal and then the final decisions are taken.

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
Library, ICT and Physical Infrastructure / Instrumentation	The college has a rich library which consists of important books written by

	different authors. There is a reading space outside the library where students can study comfortably. Along with syllabus books, competitive books are also available which are used by students for particpating in different competitions. ICT:- our college has 11 smart class rooms which are used by teachers for making teaching learning process effective. there are two computer labs with internet facility in our college from where the students and teachers collect material related to their study.
Teaching and Learning	All the teachers use audio/ visual aids to make their teaching effective and impressive. At least one lecture per class in a week is taken in the smart class room by all teachers. Diagrammatic representations on blackboard are also used. After completion of each chapter a class test is also conducted by the concerned teachers. At least four assignments are assigned to the students in each semester. on the basis of tests and assignments, students are evaluated. Students of PG as well as UG are asked to make presentations/seminars as part of their Internal Assessment.
Examination and Evaluation	The examinations are conducted in the college semester wise with full dedication. The teachers are assigned duties as invigilators and they perform their duties sincerely. The evaluation work is done in the college where a Nodal Center of the University for this purpose has been created.
Admission of Students	Admissions in the college are taken on merit as per DGHE/University norms. All the admissions are done on portal through centralized online mode. which is completely through online.

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

E-governace area	Details
Planning and Development	The planning and development decisions are supervised by the Principal. For this, the college council takes the help of various committees and bursar.
Administration	Important messages and notices are sent to Staff members on WhatsApp groups the important notices for students are displayed on college website. ACR of teachers are also fill

	through online mode. The administration is handled entirely by the principal, deputy superintendent, college council and clerks.
Finance and Accounts	The entire work of finance and accounts is looked after by college bursar and clerks.
Student Admission and Support	Admissions in the college are taken on merit as per governments norms prescribed in the college prospectus which is completely done through online mode.

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	NIL	NIL	NIL	0

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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)
Nill	NIL	NILL	Nill	Nill	Nill	Nill

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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
Refresher Course	1	10/08/2018	31/08/2018	21
Orientation Program	3	01/07/2018	30/06/2019	28
Training Program BY HIPA Gurugram	2	01/07/2018	30/06/2019	5
Short Term	1	01/07/2018	30/06/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Car Loan, Home Loan , Marriage advance etc	LTC, Wheat loan, Marriage Loan, Vehicle Loan.	SC/Bc Scholarship, Merit Scholarship

6.4 – Financial Management and Resource Mobilization

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

Every payment has been released after the audit by the Haryana State Local Audit The University has both Internal and State Govt. Audit Each and every financial Transaction is mandatory to be approved either by the Internal Audit Cell or by the State Government Auditors, followed by the post-audit. All the rules framed by different organizations are followed while making any financial Transactions. The appointment of the auditors in the college is made by the finance department of the state government.

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
DHE, Haryana	5696051	EWYL, Sports, Placement Cell etc.
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6.4.3 – Total corpus fund generated

5696051

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	PRAYAS by State Higher Education Council	No	NIL
Administrative	Yes	NIL	No	NIL

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

00

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

Regular Training organized by the department time to time. Online admission training for new admissions. Training programmes related to finance and auditing.

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

A new website gcmahendergarh.ac.in was created for updating information related

to college activities. 2. Admissions were conducted fully online with no face to face interaction of students 3. Online delivery of lectures was conducted through various apps such as Shiksha Setu etc.

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	Academic Plan	02/07/2018	02/07/2018	29/06/2019	12
2018	Maximum utilization of Smart class rooms and equipments	02/07/2018	02/07/2018	29/06/2019	10
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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
Slogan Writing Competition	23/08/2018	23/08/2018	20	25
Extension Lecturer	24/08/2018	24/08/2018	70	50
Poster Making Competition	20/09/2018	20/09/2018	10	15
Essay Writing	21/09/2018	21/09/2018	8	6

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
100 from solar power plant

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

	address locational advantages and disadvantages	taken to engage with and contribute to local community						students and staff
2019	1	1	27/02/2019	7	NSS Special Seven Days Camp	Awareness about Envirionment and Cleanness Campaign		130

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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)
Code of conduct for the teachers	02/07/2018	The Code of conduct by the department of Higher Education are followed meticulously by all the staff members.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value education in syllabus	09/09/2018	Nil	151

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

Rain Water Harvesting plant has been constructed into the college. Collegelawns were maintained and a new lawn near college gate was developed. new saplings were planted to make college campus green. NSS camps were organised to make college polythene free and create an awareness among students. New dustbins were purchased and students were asked to follow cleanliness in the campus and outside.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Democratic Pattern of Management- Goals : • Decentralization of power. • To prepare future generation to bear the responsibilities on their shoulders. • To ensure the participation of each and every one in decision making particularly those who are to implement/execute the decisions. • To promote innovative thinking among teaching as well administrative staff. • To involve everyone in order to develop a team spirit. • To ensure the parity between authority and responsibility. • Division of work. • To inculcate the spirit of subordination of individual interest to general interest. Context : The principal feels free from routine work and devotes more time on planning the best means for the advancement of the institution. The Practice : In the beginning of each sessions the staff members are assigned different duties according to their ability, aptitude, interest and experience etc. through forming administrative committees. In this practice the guidelines/instructions of the directorate higher education are adhered to. One of the guideline is that for carrying out any work the principal has to form a committee comprising of at least three members. Principal form the various committees after that he is to supervise/

control them for timely accomplishment of goal in a transparent way. Evidence of Success : • Increase in efficiency due to the equal distribution of work. The teaching work is not affected as the teaching staff has to devote time for administrative works in their free periods. • Timely discharge of duties. • Effective and timely utilization of funds and grants. • Involvement of each and every staff members in the development of infrastructure and all round development of students. • No resistance to change due to team spirit. • Everyone is ready to share his responsibility to accomplish the task. 2. Campus Beautification by Volunteers- Goals : • To inculcate the sense of responsibility and community work among students and teachers. • Proper utilization of man power in the college. • To meet the scarcity of supporting staff. • Beautification of college campus, development and maintenance of lawns and greenery by planting saplings of trees and herbal plants. • Sensitization of youth towards maintenance of ecological system. Context : The college suffers acute shortage of regular supporting staff to look after the lawns and watering of plants, planting new saplings, training and pruning the old trees and shrubs etc. As Mahendergarh is a semi -dry area, it becomes a challenge to maintain the greenery in the college. The Practice : Incharges of NSS motivate the students to join these extension activities as volunteers. These Volunteers, who come from rural background, plant saplings, water the plants and trees, herbs and hedges, develop and maintain the lawns putting in a lot of physical hard work. During the organization of camps and regular social service provided by NSS, the volunteers are free to take decision at their own under the intelligent guidance of the coordinators of these extension activities for the maintenance of lawns and part of campus allotted to them. In this way these volunteers make the college campus green to maintain Eco system. This also helps the college administration facing shortage of supportive staff. Evidence of Success : • The lawns developed in place of sandy area is a proof in itself about the hard work of students. • Sustainable development. • Eco friendly and polythene free campus

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://gcmahendergarh.ac.in/images/92/Notice/Notice4253.pdf

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 institute aims to provide holistic education to students by aiming at all round development of students. This goal is realized through following strategies: ? The institute promotes habits of excellence in students that will serve the students by providing them easy access to quality higher education and job opportunities. ? The institute strives towards integrated personality growth of in which special attention is given to their intellectual, moral and cultural development. ? The institute inculcates discipline, higher levels of social, cultural, ethical and spiritual values of life among students. ? The institute tries to create awareness among students about their commitments to society. ? The institute enhances sense of equality among weaker sections to which most of the students belong and thus helps them to develop a confidence and sense of achievement. ? The institute inspires students to continue learning throughout life. ? Through its up gradation of existing physical infrastructure, the institute seeks to promote excellence and open a window to the latest developments in different fields. ? The institute aspires to create a closely knit community of students, teachers, staff and other Stakeholders through promotion of communication between them in which staff meetings, mentormentee sessions, college web-site and the address by the principal on various functions play a definitive role.

Provide the weblink of the institution
http://gcmahendergarh.ac.in/images/92/Notice/Notice4253.pdf

8.Future Plans of Actions for Next Academic Year

The institution has directed to all the staff members to prepare a lesson plan for each subject as per the instructions issued by Director General Higher Education, Haryana, Panchkula and to follow it accordingly in their classroom teaching. The record of class work is maintained by the staff members and it is monitored by the respective Head of the Department. Each faculty member has to prepare the study material and notes of each topic as per syllabus and distributed among students for their academic preparation. All the teachers are assigned duties and they perform it sincerely. Evaluation of students is done on the basis of their performance in the activities like attendance, behavior of the student regarding teachers as well as with her fellow students, marks scored in the different academic tests taken by the teachers on time to time etc.