



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GOVT. COLLEGE MAHENDERGARH
Name of the head of the Institution	Maj Mani Ram Lamba
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01285220246
Mobile no.	9812771424
Registered Email	gc_mohindergarh@yahoo.com
Alternate Email	msbhandoria@rediffmail.com
Address	Government College Mahendergarh, Opposite Mini Sectariaate 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. Laxmi Narayan			
Phone no/Alternate Phone no.		01285220246			
Mobile no.		9467716627			
Registered Email		gc_mohindergarh@yahoo.com			
Alternate Email		proflnyadav@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://gcmahendergarh.ac.in/MenuData.aspx?Menu=d5jo6AxztEo=			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.16	2017	31-Oct-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		
Orientation programme	23-Aug-2019 2		1030		
Science Exhibition	20-Feb-2020 1		80		

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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	Infrastructure Grants to Colleges	RUSA	2019 365	5000000

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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 to divide syllabi and its effective implementation in the teaching during session. 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. etc

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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
he IQAC has decided that cultural committee, science faculties, sports committee, NCC officer and NSS POs are	Through out the year staff members organised various activities in which students of the college

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 201920.	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 incharges of different subject committes remained in touch with students through various activities. The mentors also interacted with the mentees during their allotted time.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Council	23-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	20-Feb-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Staff Details Video Lecture Uploads Workload
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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 words

The institution directs all the staff members to prepare a lesson plan for each subject 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 Head of the Department. Each faculty member has to prepare the study material and notes of lessons which are distributed among students for their academic preparation. Teachers are assigned duties and they execute it sincerely. Evaluation of students is done on the basis of their activities such as class attendance, behaviour of the student with teachers and his/her fellow students, marks scored in the different academic tests taken by the teachers on time to time etc.

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
00	Nil	Nil	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
Nil	Nil	27/07/2019
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
MA	English	01/07/2019
MA	Hindi	01/07/2019

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	27/10/2020	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
Nil	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
MA	English	50	156	30
MA	Hindi	50	227	47
BSc	Graduation (Medical)	160	256	55
BSc	Graduation (Non-Medical)	400	1125	299
BCA	Graduation	40	78	33
BA	Graduation	600	1250	591

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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
2019	2251	135	19	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	Number of smart classrooms	E-resources and techniques used
53	22	Null	10	10	Null

[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
2384	53	1:45

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
53	22	31	1	12

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
Nil	Nil	Nil	Nil
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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	Nil	I/2020	08/01/2020	08/08/2020
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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 10marks, 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)

<http://gcmahendergarh.ac.in/Data?Menu=BFcJrpmMV3E=&SubMenu=SYWIj0Ou/+4=>

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
BCA	BCA	Nill	17	3	17.65
B.Com	BCom	Nill	38	17	44.74
BA	BA	Nill	215	66	30.70
B.Sc	BSc	Nill	228	130	57.02
MA (English)	MA	Nill	13	1	7.69
MA (Hindi)	MA	Nill	44	38	86.36

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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)

<http://gcmahendergarh.ac.in/notice>

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
Nill	00	Nill	Nill	Nill

No file uploaded.

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
00		

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	Nill	Nill	Nill	Nill

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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	Nil	Nil	Nil	Nil	Nil
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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		

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

Name of the Department	Number of PhD's Awarded
0	Nil

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	History, English, Mathematics, Commerce	7	Nil
International	Botany, Economics, History, English, Mathematics, Commerce, Chemistry, Hindi, Sanskrit	31	Nil
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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
Commerce	1
Economics	1
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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 mentioned in the publication	Number of citations excluding self citation
A comprehensive review on ethnomedicine, phytochemistry, pharmacology, and toxicity of	Dr. Makhan Singh	Phytotherapy Research	2020	1	Government College, Mahendergarh	3

Tephrosia purpurea (L.) Pers.					
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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
A comprehensive review on ethnomedicine, phytochemistry, pharmacology, and toxicity of Tephrosia purpurea (L.) Pers.	Dr. Makhan Singh	Phytotherapy Research	2020	2	3	Government College, Mahendergarh
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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	9	20	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
Three Days First Aid Camp	Youth Red Cross	7	50
One day Camp	NSS	5	145
Seven day NSS Special Camp	NSS	5	140
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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	Nil	Nil	Nil
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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
Gender issues	Women Cell	Slogan, Poster, Essay	2	27
Harit Haryana Abhiyan (varaksha bandhan)	NSS	Tree Plantation	40	156
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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
000	Nil	Nil	Nil
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	Nil	Nil	Nil	Nil	Nil
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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	Nil	Nil	Nil
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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
1.5	1.48

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 partially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17944	0	0	0	17944	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	Null	Null	Null
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	140	4	3	3	3	2	10	2	0
Added	0	0	0	0	0	0	0	48	0
Total	140	4	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
nil	Null

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
2	128316	2	176765

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, Post metric, haryana state merit, Stipend scheme for freedom fighter dependent	528	5018435
Financial Support from Other Sources			
a) National	POSE	3	24000
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab	01/07/2019	125	Language lab instructor
Mentoring	01/07/2019	2384	All teaching staff
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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
2019	Extension Lecture	57	57	0	0
2020	Training for Job Fair	170	170	48	5

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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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
000	0	0	Nil	0	2

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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
2020	1	GC Mahendergarh	Arts	OPJS Churu	M.A.
2020	3	GC Mahendergarh	Science	Singhania University	M.Sc
2020	5	GC Mahendergarh	Science	KU Kurukshetra	M.Sc.
2020	5	GC Mahendergarh	Arts	GC Mahendergarh	MA
2020	5	GC Mahendergarh	Science	MDU Rohtak	M.Sc.

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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	10

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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
Archery	National	1
Yuva navrang Mahotsav	State	300
Handball Competition	State	5
Handball Competition	District	10
Annual athletic meet	College	390

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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
2020	Silver	National	1	Nil	BA III	Tinku
2019	Bronze	Nil	Nil	1	Debate	Sumit and Gaurav
2019	Bronze	Nil	Nil	1	Collage	Jyoti
2019	Bronze	Nil	Nil	1	Group dance	"Nidhi, Anju, Priyanka, Manisha, Raveena, Manisha, Pooja, Nikita, Manisha and Priyanaka"

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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 faculty members are involved in encouraging students to contribute in writing articles, poems, essays, posters, paintings etc. The academic and administrative bodies of the college in which the institution includes students as representatives are: Subject Societies, Clubs, Departmental Association, Different committees during organization of camps etc. Regular book reviews are held in which students from senior classes participate. The election of official student council was not held during this year due to covid 19 pandemic.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni association is registered as per government norms of cooperative societies for the betterment of college to serve the nation.

5.4.2 – No. of enrolled Alumni:

10

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

1000

5.4.4 – Meetings/activities organized by Alumni Association :

3

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 committees look after the college in consultation with non-teaching staff and support 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
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.
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 participating 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.

Admission of Students

Admissions in the college are taken on merit as per DGHE/University norms. All the admissions are done on portal through centralised online mode. which is completely through online.

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

E-governance 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 burser.
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.
Examination	As per the requirements of eligibility to appear in the final examination, the students have to attend 75 percent of the total lectures delivered both in theory and Practical. Examinations are conducted in the college semester wise.
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
2019	Dr. Baljeet Singh	Refersher Course	UGC HRDC Jamia Milia	1350
2019	Dr. Shamsher Singh	Refresher Course	UGC HRDC Jamia Milia Delhi	1350
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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)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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
Professional Developmnt Programme for Teachers	38	26/06/2020	11/07/2020	2
Refresher Course	2	25/07/2019	07/08/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	2	2

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)

Internal Audit system:- •All the financial documents are checked by the College Bursar before making payments of bills by the principal. External Audit System:- • Audit of Govt.Grants is conducted by A.G. Haryana and report of audit is available in this college office.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	Nil	Nil
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6.4.3 – Total corpus fund generated

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)

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 during Covid-19 pandemic. 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
2019	Academic plan	02/07/2019	02/07/2019	30/06/2020	10
2019	Maximum utilization of Smart classrooms and equipments	02/07/2019	02/07/2019	30/06/2020	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	Period from	Period To	Number of Participants
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programme			Female	Male
Poster making competition on Women Empowerment	15/01/2020	15/01/2020	28	5
Slogan writing competition on Female Foeticide	15/01/2020	15/01/2020	28	5
Balika Divas	24/01/2020	24/01/2020	42	10

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	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	07/03/2020	5	NSS Special Five day Camp	Awareness of sanitation, adult literacy, dowry and drug abuse	140
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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	01/07/2020	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	09/09/2019	Nil	105

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. College lawns 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 Mahendargarh 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, mentor-mentee 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/Notice4254.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.