# Yearly Status Report - 2019-2020

| 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 Secteriaate 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. Accrediation 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**<br>**2** | **1030** |
| **Science Exhibition** | **20-Feb-2020**<br>**1** | **80** |

## 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 |
| View File | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | View File |
| **10. Number of IQAC meetings held during the year :** | **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 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 required to make special efforts in this direction. The IQAC has | Through out the year staff members organised various activities in which students of the college enthusiastically participated |

| | |
|---|---|
| unanimously decided to conduct a orientation programme for the newly admitted students for the session 201920. | |
| 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. |
| [View File](#) | |

| | |
|---|---|
| **14. Whether AQAR was placed before statutory body ?** | **Yes** |

| 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** |
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2020** |
| Date of Submission | **20-Feb-2020** |
| **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 Video Lecture Uploads Workload** |

# 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/entreprene urship | Skill Development |
|---|---|---|---|---|---|
| oo | 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 |
|---|---|---|
| Nill | 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 |
| No file uploaded. | | |

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 |
| No file uploaded. | | |

## 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 |
| [View File]() | | | | |

### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |
| 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 | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 53 | 22 | Nill | 10 | 10 | Nill |
| [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 |
|---|---|---|---|
| Nill | Nil | Nill | Nil |
| No file uploaded. | | | |

## 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/2020 | 08/01/2020 | 08/08/2020 |
| [View File](#) | | | | |

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=SYWIjQOu/+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 |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

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

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 |
| No file uploaded. | | | | |

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 | Nill | Nill | Nill | Nill | 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 |  |  |

### 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 | Nill |

### 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 | Nill |
| International | Botany, Economics, History, English, Mathematics, Commerce,Chemistry, Hindi, Sanskrit | 31 | Nill |

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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 Tephrosia purpurea (L.) Pers. | Dr. Makhan Singh | Phytotherapy Research | 2020 | 1 | Government College, Mahendergarh | 3 |

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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 CampNSS | 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 | Nill | Nill | Nill |

No file uploaded.

### 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 issues | Women Cell | Slogan, Poster, Essay | 2 | 27 |
| Harit Haryana Abhiyan(varksha bandhan) | NSS | Tree Plantation | 40 | 156 |
| [View File](#) | | | | |

## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| 000 | Nill | Nill | Nill |
| 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 | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| 0 | Nill | Nill | Nill |
| No file uploaded. | | | |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 1.5 | 1.48 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Laboratories | Existing |
| [View File](#) | |

### 4.2 – Library as a Learning Resource

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

| Name of the ILMS 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** | **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 &amp; 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** | **Nill** | **Nill** | **Nill** |

| 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** | **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** | **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 16Labs, 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 augmenation of labs. Lab attendents help in maintaing the labs along with apprentice trainee from ITIs who get hand in training in office and college labs.

## 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 | Nill | Nill | Nill |
| View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
| --- | --- | --- | --- |
| Language Lab | 01/07/2019 | 125 | Language lab instructor |
| Mentoring | 01/07/2019 | 2384 | All teaching staff |
| View File | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
| --- | --- | --- | --- | --- | --- |
| 2019 | Extension Lecture | 57 | 57 | 0 | 0 |
| 2020 | Training for Job Fair | 170 | 170 | 48 | 5 |
| View File | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|:---:|:---:|:---:|
| 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 | Nill | 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 | Depratment 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 atheltic 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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2020 | Silver | National | 1 | Nill | BA III | Tinku |
| 2019 | Bronze | Nill | Nill | 1 | Debate | Sumit and Gaurav |
| 2019 | Bronze | Nill | Nill | 1 | Collage | Jyoti |
| 2019 | Bronze | Nill | Nill | 1 | Group dance | "Nidhi, Anju, Priyanka, Manisha, Raveena, Manisha, Pooja, Nikita, Manisha and Priyanaka" |

[View File](#)

5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; 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 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 |
| --- | --- |
| 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 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. |
| Admission of Students | Admissions in the college are taken on merit as per DGHE/University norms. All the admissions are done on portal |

**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 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 |
| View File | | | | |

**6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year**

| Year | Title of the professional development | Title of the administrative training | From date | To Date | Number of participants (Teaching | Number of participants (non-teaching |
| --- | --- | --- | --- | --- | --- | --- |

| programme organised for teaching staff | programme organised for non-teaching staff | | | staff) | 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 |
|---|---|---|---|---|
| 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 | Nill | Nill |

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6.4.3 – Total corpus fund generated

| 00 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | PRAYAS by State Higher education Council | No | Nill |
| Administrative | Yes | Nill | No | Nill |

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 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 | Maxi,mum utilization of Smart classrooms and equipments | 02/07/2019 | 02/07/2019 | 30/06/2020 | 10 |
| View File | | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Poster making competition on | 15/01/2020 | 15/01/2020 | 28 | 5 |

| | | | | |
|---|---|---|---|---|
| Women Empowerment | | | | |
| 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 abude | 140 |
| View File | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| 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 |
| View File | | | |

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 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

## 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.