



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE FOR GIRLS PANCHKULA

GOVT. COLLEGE FOR GIRLS SEC-14 PANCHKULA
134109

<https://highereduhry.com/index.php/college?cid=114>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

LOCATION

Government College for Girls, Sec-14, Panchkula embarked upon its journey in July, 2007. During its Journey of 12 year, the college has made tremendous progress on all fronts, be it education, research, sports, extra-curricular or any other similar fields. The college has strength of around 1800 students enrolled in 2018-19 session. Situated near the foothills of the Shivalikrange of the Himalayas, the college has its own campus in the city Panchkula. The college aims to nurture women who are equipped to be global citizens along with taking pride in their own culture and heritage with a sensibility that celebrate multiplicity. The College is included under section 2(f) and 12(B) of UGC Act, 1956. The college is affiliated to Kurukshetra University, Kurukshetra Haryana.

INFRASTRUCTURE

The College Building is unique blend of modern and traditional architectural magnificence and is spread over a vast area of 13.13 acres. It comprises of a lush green premises, well equipped laboratories, stocked and computerized library, smart class rooms., multipurpose auditoriumfor seminar and cultural events, seminar hall equipped with projector, sports ground , open air theatre, canteen, common room, modern gymnasium, language lab, ramp, dispensaryand two girls hostels which provide residential facility to students. The students are groomed in a way that they become physically, mentally and intellectually strong with sound knowledge and skills along with human touch and strong moral emotional and spiritual quotient.

COLLEGE OF EXCELLENCE

Our college features in the list of the “Colleges of Excellence” Selected by the state Government of Haryana. In 2012, Department of Higher Education Haryana identified a number of colleges with high quality of teaching and research this colleges achieved high standards in teaching and research by collaborating human as well as physical resources in innovative ways. Also these colleges had high potential for academic excellence under the scheme “Strengthening of Govt. Colleges and converting them into Centers of Excellence”. Colleges identified under the scheme were given additional funds by DGHE.

Vision

Vision of the Institute is to create and sustain an institute par excellence dedicated to quality and value based education. We look forward to preparing a force of educated youths adorned with social, moral and ethical values combined with basic human traits. In order to explore the potential in women and to educate and empower them, our college envisions provide an outstanding environment of excellence in education with special emphasis on human values and social commitment.

We also install in our young students a spirit of perceptiveness, a positive sense of responsibility for the betterment of the society and enabling them to face the increasing challenges of life.

Mission

Education has a twofold function to perform in the life of a person. The first and the foremost being service to society and second one is to uphold and sustain our valuable culture. We enable women to become more efficient and encourage them to achieve the legitimate goals of their lives by adopting the quintessence of our noble vision with increasing competence. We also prepare and equip our students with swift, steadfast and effectual thinking, perception and judgment to tackle life's myriad problems thus helping them to grow as professionals as well as responsible citizen of our country.

- To provide space to young girls to freely express their views so that they can respond effectively to the changing circumstances.
- To focus on the academic excellence by using latest technologies computer based teaching, using internet and multimedia
- Enhance quality education in quality ambience and encourage their creative and analytical thinking by promoting a futuristic global outlook.
- Promote holistic development by academically grooming them unfettered by sentiments of class, creed or economic background.
- Science wing has fully equipped state of the art labs where fertile minds of the students put innovative ideas into practical shape for Science exhibitions, which is annual feature in the college.
- Computer labs cater to the needs of every student as Computer Science is compulsory for all first year students of college.
- Language lab is there to better the communication skill of the students and to make easy the process of language learning.
- Placement cell and Commerce wing organize workshops and seminars to prepare students for facing job interviews, to prepare resume, and to confront various challenges of outer business world. Professional courses like BBA are there in our institution.
- Talent-search programme is organized to hunt new talent in B.A I, B.Sc I, B.Com I, BCA I classes through many competitions like Debate, Singing, Painting, Slogan-Writing, Dancing, Mono-Acting etc.
- From time to time the Principal addresses students and try to inculcate moral sense and maintain high traditional values of brotherhood, hard work, discipline, honesty and responsibility.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

“Strength does not come from winning. Your struggles develop your strengths. When you go through hardships and decide not to surrender, that is strength”

Following this motto our college has demonstrated persistent growth in academics, co-curricular and extracurricular activities. The institution provides education in the streams of Humanities, Science, Commerce, and B.Sc (Home Science) as well as in professional degree courses like BCA and BBA. In our sincere endeavor to encourage a holistic development of the students, besides academics, other facilities like Sports, NCC, NSS, Women Studies and development Cell, Legal Cell, Placement Cell, Schemes like “Earn While You Learn”,

various Scholarships schemes for the SC/BC/ Meritorious students and co curricular activities are an internal part of our academic calendar. Seminars, Extension Lectures and workshops in different subjects are organized frequently. Reputed Resource Persons are invited to meet the purpose. The Placement Cell provides job training and organizes job fair to provide career oriented information to students of all the government colleges under Ambala Zone while giving them the opportunity to obtain campus placement. Women Studies and Development Cell organizes seminar on various social and health issues and skill building workshops. Every year, Science Exhibition is organized wherein science models/projects are prepared by students. Events like Annual Sport meet and Talent Hunt competition are also conducted which are productive prospects for the students to groom and showcase their potential. The college provides ICT and internet facility to the students. Tutorials, PTMs and Alumni meets are regular feature of the college.

The college has a well qualified and experienced staff who is fully committed towards a comprehensive grooming of the students. An inclusive approach is followed in running the institution i.e the members of the teaching and the non teaching staff are involved in visualizing and executing the development work. While conducting each and every activity or event, the PAR models is followed-Planning, Action and Review of the targets attained which enables us not only to acquire vital learning outcomes but also to further improve upon them.

Institutional Weakness

Sometimes you don't realize on your strength until you come face to face with your weaknesses. Any organization on the path of growth faces a number of constraints and has to make sincere and diligent efforts to overcome and improve them. The college acknowledges its shortcomings and makes continuous endeavor for achieving excellence in all spheres of education. The areas which need some re-thinking include

- Being an affiliated government college, there is no scope of curriculum revision, evaluation, examination improvement and to change the structure of courses.
- Less financial contribution from Alumni.
- Space constraints for expansion.
- Weak socio-economic and educational background of the students.
- Transferrable Faculty.
- Not having Residential Campus.

Institutional Opportunity

Winston Churchill rightly said "A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty." Recognizing the opportunities and grasping them whenever they come will help the institution in planning and executing the strategies to have the desired result.

- Increased Inter-Institutional Collaborations
- Skill development through vocational programmes at a faster pace.
- More MOU are going to sign from different NGO and industrial fields to enhance the knowledge of students.
- Making a global impact on society through education, research, innovation, and philanthropic activities.
- Contributing to green energy initiatives for sustainable development of nation and society.

Institutional Challenge

The Head of the Institute, the staff, the administrative staff and students under the able guidance of Department of Higher Education Haryana are making serious and constant efforts all the year round to raise the standards of college to a new height.

The objective of meeting the recurring demands of the students and parents don't come without any impediments. In our context, our inability to provide for post graduate courses has in a way put us on the back foot. However, the beginning of M.com in the year has been an affirmative start and the institute is optimistic about opening the same for other disciplines too. The necessary process for obtaining approval for the introduction of these courses has been initiated. The institution has to keep in pace with global developments in higher education and pedagogical innovations.

Thus far, the journey of college has been to impart value based knowledge that combines professionalism with humanism. Moreover, the mission is to continue inspiring young minds in becoming perceptive and compassionate human beings; values which hold

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum and evaluation process of the college has been designed by Kurukshetra University Kurukshetra, to which it is affiliated. Lesson plans are prepared by every teacher in the beginning of the session for facilitation and effective implementation of the curriculum. The college makes entire effort to accomplish the objectives and missions of its own by effective implementation of the curriculum designed by the University. For the effective planning and implementation of the curriculum the college undertakes various measures such as preparing a comprehensive academic and co-curricular calendar with necessary working committees to implement the same. Many of our faculty members are members of Board of Studies, Syllabus Review Committees, Paper Setters and Examiners who participate in boards of studies meetings and provide suggestions and inputs for revision of the syllabi in their respective subjects. The syllabus is completed as per the expectations of the University and to the satisfaction of the students. The college ensures that the objective of curriculum is imparted through innovative teaching methods such as power point presentation, seminars, assignments, discussions, workshops, field visits, excursions, library etc and for this the college has been equipped with the modern gadgets like interactive boards, LCD projectors and other ICT tools. Through this it is ensured that students are updated regarding the latest trends in their areas of specialization. Gender issues, environmental issues, moral and ethical values are taught as a part of curriculum in various disciplines. In addition, numerous co curricular activities and extension lectures are being organised in the college to make the students responsive about such issues.

Teaching-learning and Evaluation

The college offers various courses in the stream of humanities, science and commerce with various subject combinations. This encourages students to choose the combination of subjects as per their liking and competence. The admission process is highly transparent, well-administered and follows university guidelines

concerning admission in various categories. The admission committee also counsels the students at entry level and makes them more aware about subject and its future prospects. The college conducts orientation programme for new students after the completion of admission process. The academic calendar, time table and lesson plan are uploaded on college website and are available to all for ready reference. Extra classes for slow learners are conducted to cover up the gap. To make teaching-learning more participative and collaborative, various tools such as group discussions, power point presentations, e-resources and talks by eminent persons are conducted from time to time. The college has highly professional and educated staff, who take initiative to learn and keep in pace with latest knowledge and then transferring such knowledge to students for their continuous improvement. The college follows a supportive mentoring system where in each faculty member is acting as a mentor for one to one interaction providing individual attention. To monitor performance of students, internal assessment is given on the basis of two written assignments, one house test and class attendance. The teaching- learning outcomes make students more capable and competitive.

Research, Innovations and Extension

Both the faculty and the students are motivated to get involved in research related activities .To promote research, financial aid is provided by Director general of Higher Education to hold seminars/workshop/conferences at various levels viz. District/State/national and international. In this regard, various workshops, seminars have been held by various departments at College, State and National level. Auditorium, seminar halls and a number of smart rooms enable dynamism in education, equipped with projector creates an environment to express the views more effectively. Government of Haryana has set up a startup incubator cum centre of excellence to foster entrepreneurship catering to four Government Colleges in District of Panchkula. This centre undertake all marketing activities for building and promoting entrepreneurship. Two students of the college Mansi and Simran have started their startup. The college involves the students in social issues by offering various platforms to them viz., District Youth Red Cross Society, National Service Scheme, National Cadet corps, Social Science Forum, Science Awareness Society, Red Ribbon Club, Women Studies and Development Cell. Besides 2 units of NSS and 1 unit of NCC give opportunities to students for divert their energy in various social activities. Institution organizes Personality Development and Social Awareness activities like Environmental Conservation, Female Foeticide, Community service, Tree plantation, Blood Donation Camps, Health care & family welfare, visiting Old age & Orphan house, Literacy of students at mass level by joining NGO 'Hamari Kaksha-A class apart' .Beti Bachao Beti Pado: activities for promoting the government's social initiatives on safeguarding the female child and educating the female is done by the various cells of the college. Visit to slum areas, Rally on Road Safety by NCC/NSS Cadets, Demonstration on self defence skill to the students; all these activities promote responsible social behaviour, helps in inhibiting values and plays active role in addressing social issues. Special focus for the "Swachhta Abhiyan" is implemented by the volunteers and the staff members in the college .The Best Volunteer award goes to NSS candidate every year. Several awards have been awarded to the students, faculty by District, State and University authorities for their extension activities.

Infrastructure and Learning Resources

Ours is a Government institution run on Haryana State government policies and aided by Higher Education Department, Haryana Government P.G. College for Women, Panchkula founded in 2007, has now spread its wings to provide conducive environment for all round development of personality and for achieving academic heights for channelization of talents. Infrastructure facilities are created by Government Grants, which are given by State Government to run and strengthen the different departments. The college is spread over a vast area of

13 acres, lush green campus, well maintained library, multi-purpose Auditorium for seminars, seminar hall with ICT facilities etc. The college has taken a number of steps and initiatives to make the teaching-learning effective and efficient by providing adequate academic infrastructure. We have total of twenty six class rooms, seven lecture theatres and two open air theaters in addition to four computer labs, one soft skill lab, one seminar hall and nine smart class rooms. In our college there are twenty two labs for practical subjects. We have three chemistry labs, four computer labs, three home science labs, two zoology labs, three botany labs, three physics labs and one physics dark room, two labs for geography and two labs for psychology. To encourage sports we have Physical Education as subject in course curriculum. Our college provides facilities for gymnasium, Athletic Track, Hand ball Kho-Kho, Volley ball, Kabadi, Basket ball in outdoor games and yoga, Table Tennis, Carrom Board, Chess and Judo in indoor games. Every year our college organizes Annual athletic meet. Our college facilitates extensive use of ICT resources. Computers with Wi-Fi facility are used by administrative block and by every department. To enrich their teaching material and to deliver technology based lectures. We have nine smart class rooms, One Soft Skills Lab, one seminar hall and four computer labs which take help of ICT resources. An Edusat terminal is also functioning in our college. There is a system of optimal utilization of academic infrastructure.

Student Support and Progression

The college aims to provide all kind of support, facilities and opportunities to the students. Being a Government institution, the fees are charged by the college as per the government rules and regulations. The college facilitates the scholarships provided by Haryana Government, Central Government and other agencies under various schemes i.e. Stipend for BC Category, Meritorious and Books to SC students. The students belonging to SC category are benefitted by scholarships under post-matric scholarship scheme. The college has started a number of capability enhancement and development schemes i.e. Career Counselling, Guidance for competitive examination, soft skill development, yoga and meditation, Personal Counselling for the benefit of the students. Our well equipped Language Lab allows the students to practice multiple languages for enhancing their communication skills with a much wider variety of activities and exercises. The college organizes job fairs, personal grooming workshops, personality development programmes, Boot Camps and special placement drive for the students at regular intervals for strengthening their knowledge, skills and attitudes in various fields. A large number of students got placed through various companies i.e. Bajaj Capital, JW Marriot, ICICI Bank, **Indusind** Bank, PNB NETLIFE, DHFL, Club Mahindra, Elevation World Wide, Scope Telecom etc. A large number of students from our college are enrolling to higher education and have qualified state government exams. Beyond classroom curriculum delivery, the learning and development of the students is promoted through various field activities viz. Sports, Yoga, extra-curricular, co-curricular, and outreach activities and 2 of our college students got national awards in sports. Extracurricular activities teach students how to work for a common goal and this ultimately develops a sense of responsibility in them. These activities increase the level of confidence among students and also teach them how to co-operate and work with people in different conditions. The Alumni Association contributes significantly to the development of the institution through financial and non-financial means. The college annually organizes a number of cultural activities (talent show, youth festival, Sur-Taal, declamation, debate) for overall development of students.

Governance, Leadership and Management

Vision of the institute is to create and sustain an institute par excellence dedicated to quality and value based education. The college is a government run institution hence its management and organization is decided by the Haryana Government. The governance of the college is wholly democratic and inclusive, involving Principal,

Vice Principal, IQAC Members, teaching staff, non-teaching staff, supporting staff, student representatives (CR), Alumni committee, mentor- mentee committee and various other committees in decision making for quality improvement and sustenance in all the spheres of the college education. The college has well defined policies with clear goals for improving academic quality and infrastructure. All the Committees hold regular meetings with head of the institution (Principal) to discuss the activities of their Committees. The Committees carryout the activities during the academic year and at the end of the session, the convener submit the report of the work done to the head of the institution. All these activities are evaluated by the IQAC. The budget allocation to the college is made by the Haryana Government which is disbursed by the principal to different departments/committees for lab up-gradation, purchasing books, equipments and other necessary expenditure. The college conducts external audit as per the directions issued by the Haryana government. There is a Performance Appraisal System for teaching and non-teaching staff to ensure accountability and transparency. Quality assurance is a dynamic process and IQAC has contributed significantly in developing quality consciousness in the entire college. It has brought about positive changes in functioning of the college by setting benchmarks for quality. Every aspect of academic as well as administrative role of college has been impacted. There has been a positive shift in the management strategy and thinking process.

Institutional Values and Best Practices

In addition to quality education and extracurricular activities for students, our institution is maintaining some best practices in college like Health Awareness, Social Awareness & Environmental Consciousness. Promoting awareness of community health issues and preventive action is a vital part of our foundation mission. It aims to promote the well being of the students and encourage healthy life styles, prevent disease illness and injury, enable environment that support health and well being and to reduce personal, economic and social harm. These programs help students in solving their health using their potential and to establish proper health behavior. The ultimate goal is to improve the health not only of the individual but for community also.

They have been further educated during various campaigns about a value based lifestyle for absolute physical and mental health. Certainly there are remarkable achievements in some dimensions of health as compared to the past. But the change of scenario is due to better living conditions and availability of some resources like safe drinking water, general awareness etc. But not due to change in human behavior. So with this burning desire and motto “HEALTH FOR ALL” the college conducted different activities and pro grammes related to health issues every year. It is in this context that these awareness programmes are of great relevance.

Social awareness gives you the ability to improve your social skills for the betterment of a nation. The objective of these programmes are to educate the students of their rights and duties , benefits and facilities available through various government agencies and how to obtain them e.g opening a bank account, avail health insurance, get educational loans and use of RTI etc. These programmes also create awareness by counseling youth to stop bad habits and by educating people on political reforms and how one should exercise his vote. One of the main objectives is also to inculcate the ideas of respecting other rights to promote community luring and doing something for society. Students are also encouraged to save environment from degradation and to control pollution level.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE FOR GIRLS PANCHKULA
Address	Govt. College for Girls Sec-14 Panchkula
City	PANCHKULA
State	Haryana
Pin	134109
Website	https://highereduhry.com/index.php/college?cid=114

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Anuradha Sharma	0172-2583956	9855528333	0172-2583955	gcwnaac2019@gmail.com
Associate Professor	Suman Bhambhu	0172-2972258	9888369389	0172-2972350	anuradhamini@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	14-07-2007			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Haryana	Kurukshetra University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	18-07-2012		View Document	
12B of UGC	18-07-2012		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Director General Higher Education Panchkula Haryana
Date of recognition	19-03-2012

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Govt. College for Girls Sec-14 Panchkula	Urban	13.13	7.06

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Senior Secondary	English,Hindi	240	222
UG	BBA,Commerce	36	Senior Secondary	English,Hindi	40	0
UG	BCom,Commerce	36	Senior Secondary	English,Hindi	40	36
UG	BCom,Commerce	36	Senior Secondary	English,Hindi	240	193
UG	BSc,Science	36	Senior Secondary	English	80	61
UG	BSc,Science	36	Senior Secondary	English	80	80
UG	BSc,Home Science	36	Senior Secondary	English,Hindi	50	37
UG	BCA,Computer Science	36	Senior Secondary	English	40	0
PG	MCom,Commerce	24	UG	English,Hindi	60	51
PG	MSc,Home Science	24	UG	English,Hindi	20	12

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				21				39			
Recruited	0	1	0	1	3	18	0	21	4	35	0	39
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				29
Recruited	14	15	0	29
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	2	5	0	1	15	0	24
M.Phil.	0	0	0	2	8	0	2	10	0	22
PG	0	1	0	3	18	0	4	35	0	61

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	5	0	7
M.Phil.	0	0	0	0	0	0	2	8	0	10
PG	0	0	0	0	0	0	2	17	0	19

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		0		0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1157	606	0	0	1763
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	100	11	0	0	111
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	300	321	313	320
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	445	458	471	520
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	966	980	970	863
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	163	180	171	197
	Others	0	0	0	0
Total		1874	1939	1925	1900

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 449

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	8	8	8	8

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1874	1939	1925	1900	1732

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
444	444	495	401	401

File Description	Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
607	580	598	587	465
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
80	74	66	66	53
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	47	47	41	41
File Description		Document		
Institutional data in prescribed format		View Document		

3.4 Institution

Total number of classrooms and seminar halls

Response: 59

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
33.55	47.61	61.13	66.95	56.12

Number of computers

Response: 163

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The curriculum of UG and PG is designed and revised by the Kurukshetra University, Kurukshetra. Since our institution is affiliated with this university, the curriculum provided by the university is strictly followed. Every session, semester wise schedule and lesson plan of curriculum are devised and prepared keeping in view the academic and activity calendar and student's receptability and pace, well in advance before the commencement of semester. The same are communicated to the students in the beginning of semester so that they beforehand know the topics to be discussed. It facilitates the students to have basic information related to the topic thus stimulating their interest in the subject and interaction with the teacher. The syllabi are covered and completed well in time so that revision and doubt clearing sessions are effectively and beneficially held with students.

In order to make course content more interesting, communicative and comprehensive, optimum utilization of ICT is done. For this, there are three well equipped computer labs, Eight smart class rooms, one language lab and multimedia projectors available with various departments.

To provide applied reinforcement to what is being taught theoretically, department wise field visits to factories, historical places, botanical gardens, zoological parks, research institutes etc. are organized. Extension lectures on subject related topics as well as on relevant areas are organized to ensure the holistic development of students. Feedback of students is also taken in tutorial groups every month.

Some faculty members of our institution are **Members of the Board of Studies** of KUK and CDLU Sirsa. They contribute in planning and revision of curriculum in accordance with growing requirements of students at the global level.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 5.9

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	0	02	02

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 39.2

1.2.1.1 How many new courses are introduced within the last five years

Response: 176

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

- **Gender Sensitivity:**

In the subject of English the main topics related to gender sensitivity are as follows:

1. Seven Points of Gender Inequality:-The various points are-

- Mortality inequality
- Natality inequality
- Basic facility inequality

d) Special opportunity inequality

e) Professional inequality

f) Ownership inequality

g) Household inequality

2. **Another Woman**:-The poem deals with the treatment of woman in her “in laws house”.

3. **The Child**:-The story deals with the different kind of pressures that society exerts on women.

- **Environment and Sustainability :**

Environmental Studies is taught as a compulsory subject to the students of 1st year of all the streams i.e. B.A, B.Com and B.Sc. The students are taught regarding multidisciplinary nature of environmental studies, natural resources, ecosystems, biodiversity and its conservation, environmental pollution, social issues and the environment and human population and environment, to make them aware of various environmental problems and importance of conservation of environment.

- **Human Values and Professional Ethics:**

In the subject of Sanskrit ,Moral value education is given to the students through a number of stories and epics such as **Hitoupdesh** (BA I), **Stories from Epics**(B.Sc. II) ,**Shrimad Bhagwad Gita**(BA I) .Through the medium of literature,an effort is made to inculcate moral values in the students. Besides the examination point of view ,the message of righteousness, truth and other values is given to the students on which they can build a healthy nation.

In BBA (Sem II) : In the subject titled “Understanding Social Behaviour” various issues like social change and Institution; Meaning of Socialization ,Socialization as a process of learning ,its elements,Political and Religious Integration are discussed. It elaborates relationship between man and society at large.

In M.Com(4th Semester) subject titled: “Strategic Human Resource Management” discusses behavioural issues and operational decisions in implementation in business organization context.

In M.Com (Ist Semester) subject titled “Organizational behavior” and in BBA(3RD Sem) subject titled “Understanding Human Behaviour” discusses concept such as attitudes, personality, social climate and performance of employees within an organization considering individual and group behavior at regional, national and global level.

In B.Com (6th Sem) a subject titled “Corporate Governance” covers various topics such as concept, principles, models, mechanisms of corporate governance; importance, initiatives and challenges of corporate governance and how such mechanisms ensure ethical conduct of business.

Philosophy is taught as optional subject at the level of B.A.I, B.A.II and B.A.III classes. Different branches

taught to students are – Indian Philosophy, Western Philosophy, Logical, Ethical and Political Philosophy. The main areas of focus are The God, The Soul and Salvation, Nature of Man, The Brahmma, Patanjali Yoga, The teachings of Gautam Buddha, The teachings of Jainism, Theory of Caution, Theory of Knowledge, The Gita, Philosophy of Mahatma Gandhi, Materialism, Spiritualism, Study of Western Philosophers Sukrat, Plato, Arastoo, Descart, Kant and Hume etc.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 53

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 53

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 3.81

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
81	33	97	110	38

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 89.11

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
692	759	782	737	737

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
810	870	854	810	816

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 73.72

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
260	303	323	348	360

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

- Previous result, Class tests, assignments, performance and attendance are the tools to assess the learning levels of students.
- Accordingly, slow learners are provided motivating environment to improve their pace through patient repetition and innovative methods of learning such as Role Play, audio visual tools to supplement textbooks etc.
- In order to augment knowledge gap of weak students, Extra classes during free lectures focusing on individual attention, revision of previous question papers and important questions are conducted during free periods to clear their doubts.
- Due to low attention span and ability to get distracted, slow learners are provided handouts, short notes, extra tests and revision assignment. Lesson charts are pinned in the lecture halls and display board so that slow learners are surrounded by constant reminders of important topics that are frequently revised.
- Mentor- Mentee sessions and interactive sessions during classes are regularly organized where students are encouraged to be more participative, empathetic working in cohesion with each other.
- Peer tutoring method is cultivated through which advance learners do not bully slow learners and slow learners are encouraged to ask questions.
- To boost their self-confidence, finishing school on Personality Development is organized annually

concentrating on enhancing communication skills, leadership skills and extroversion by engaging specialized resource persons.

- Teachers work very closely with the parents of slow learners through regular Parent-Teacher meet. Teachers are highly accessible and are open to communicate through WhatsApp groups and other electronic medium.

- Weak students are also encouraged to enhance their communication skills through access to Language lab. Through use of departmental libraries, such students can enhance their knowledge and be at par with other students.

- To channelize the increased capabilities in academics, creativity, music, dance, art, leadership etc., various extracurricular act(s) that involve academic skills such as quiz, debates declamations, group discussions are assigned to advanced learners.

- Students are provided with advanced information and challenging issues depending on their area of interest. Opportunities are provided to advanced learners to make choices regarding membership in various clubs and societies like Departmental Societies, Eco club, Literacy Club NSS, NCC, WSDC, Cultural Club, student Council, Sports Club, Legal Literacy Cell, Girls Brigade etc.

- Tiered learning approach at different level is followed while allotting assignment to students at different level of difficulty.

- Makerspace is created as to keep the advanced learners active by making them facilitator to weak and under privileged students as idle hand is the Devil's workshop.

- Plenty of opportunities are provided by engaging learner's in social act(s) such as collecting donation for natural calamities, making Rakhis for Armed-force personnel, providing funds for welfare of Martyr's family.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 23.43

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.05

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

- To lay experimental foundation of theoretical concepts, teachers of home science, chemistry, physics, botany, zoology, geography and psychology enrich teaching, using student – centric methods like hands-on-training during practical.
- Students of BBA go in for industrial training for six weeks to get first-hand information of the practical aspect.
- Quiz competitions, group discussion and interactive brain storming sessions are organized to encourage student participation.
- Every year around 500 students are provided opportunity to witness various geographic regions and institutes through live visits to Rajasthan, Himachal Pradesh, Goa, Haryana, Punjab, Chandigarh, Delhi etc.
- Job oriented and other interactive talks and lectures are delivered by various subject and industry experts.
- Nearly 25000 books text Book, reference Books, Journals, Magazines, Manuscripts, are available to students in college Library till 4 p.m and District Library till 6 p.m for reading in its premises as well as borrowing..
- Experimental learning by integrating technology in teaching is well taken care of in 4 computer labs comprising of 128 computers with internet facility where students can read e-books.
- Satellite based distance Education system that provides exposure to students through Audio-Visual medium and interactive multimedia facility is being used.
- Dispensary with basic medical facilities is available for first aid and Health camps catering to oral health, bone density, Hb level, eye checkup, BP and other basic parameters are conducted annually. Officials from FPA visit college once a month.
- Every year both the units of NSS organize Two one day and One seven day camp, tree plantation, National youth day, extension lectures & rallies on various social issues.
- NCC cadets annually participate in 10 days Annual Training Camp, Blood donation camp, Tree plantation, Republic day and Independence day parade which creates trained and motivated youth with leadership and discipline qualities.
- To serve nutritious & hygienic food to students and staff at subsidised rates , neat and clean canteen is being run by the college.
- Healthier beverages, juices and fresh fruits are also served in the college juice bar.

- College offers students a book shop within campus that focuses on providing course textbook available at their doorstep thereby saving their time, effort and finances.
- Well-maintained cycle- scooter stand and parking space is provided to the students in college free of cost.
- To facilitate students, college has established a spacious & comfortable common room where students can study, relax, have informal discussions and watch T.V. in free time available.
- On- campus safe accommodation to girl students from far flung areas is provided in girl hostel at reasonable rates to accommodate 90 girls with subsidised food facility.
- To inculcate road safety culture among students, road safety club is working in college which imparts relevant road safety education through rallies, lectures by experts.
- A music room equipped with musical instruments allows students to tap their musical talent along with their regular classes.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 76.25

2.3.2.1 Number of teachers using ICT

Response: 61

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 23.43

2.3.3.1 Number of mentors

Response: 80

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- Students seminars through cross age peer tutoring are conducted by Commerce dept. which provide opportunity for group and self-learning and improve presentation skills using smart classrooms and well equipped seminar room.
- Students are guided to organize flash mob and Nukkar Natak on social issues, Mela, Fate etc annually in which they put up stalls displaying their talent and earn money.
- College hones the soft skills of students through English Language Labs. Free of cost classes are conducted on 'Clarity Software' which helps students to learn Resume Writing, Presentation skills, Communication & Interview skills.
- Various Personality development and theatre skill workshops wherein one get platform to showcase their talents not only in college but in various district and state level forums. Students were honored with cash prize by department of Arts and Cultural affairs, Haryana on one such occasion.
- College has very active WSDC acting as a catalyst in empowering girls in the area of gender equity, economic & self-reliance, issue of women right, laws, social exploitation & awareness activities.
- Well-equipped multipurpose gymnasium caters to the well-being of students through various exercise machines, TT table, flexi badminton poles, home gym, Provision for yoga, judo, boxing, karate is also there.
- To make faculty more research-oriented, RUSA sponsored 7 days faculty Development programme on Research Methodology -emerging trends was conducted in which 60 participants from 15 colleges of Haryana, Punjab and Chandigarh Participated.
- Directorate of Higher Education Haryana sponsored five one day national seminars were organised by various department which provided technology-based exposure to students and faculty on various related topics. Despite being a girls college, to sensitize the students on gender equity boy students from nearby college are invited from time to time in workshops on gender sensitization.
- Financial Aid from ICSSR was sanctioned to organize workshop on well-being of senior citizens that helped in creating sense of empathy among students.
- Eminent resource persons in the field of sports, academics, health, police, management, administration, motivational speakers enhance the knowledge and motivate students through their talks organised from time to time.
- Botany department has developed a botanical garden and environment-park having ornamental and medicinal plants, fruit trees, 15 bird houses, 15 bird feeders and 6 bird baths for improving creativity in students.
- Students of home science imply practical work learnt as part of their syllabus to earn money by conducting mini-workshops, summer hobby classes etc. Every year nearly 10 students of the college are engaged as resource person by Fevicryl to conduct creative activities with children during their summer vacations.
- Regular feedback by students helps both teachers and students to improve collaterally. Along with critically analyzing the teaching techniques, students come up with innovative changes to enhance teaching learning process.

Science exhibition, a regular pragmatic feature of college, exhibits practical knowledge gained by students in the form of working models, projects etc. to enhance student's interest in science and technology.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 151.67

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 28.29

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	21	16	16	17

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.91

2.4.3.1 Total experience of full-time teachers

Response: 872.8

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 7.37

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from

Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 76.51

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	26	44	38	29

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institute adheres to the guidelines of Kurukshetra University, Kurukshetra for internal evaluation which includes regular attendance, assignments and examination. The institute has taken efforts to improve the performance of students by framing following significant reforms in Continuous Internal evaluation at the institute level.

- To ensure regulars attendance of students, rules regarding systematic leave, name struck off and readmission procedure are notified to students initially during orientation program and reinforced in mentor-mentee meet. Regular absentee slips are filled by every teacher and in the end of every

semester, fine is calculated by the committee and students have to deposit that amount which in turn acts as a measure to reduce absenteeism. Students who remain absent for 6 continuous working days or for 15 days in a month, their names are struck off and letters are sent to their home regarding the same. Poor performance due to frequent absenteeism is dealt by sending registered letters to the parents of such students. Such students are given a chance for readmission within 15 days with a fine of rupees 500. To regulate movement of students during college hours, strict college gate rules like opening of gate at 1:30 p.m. are adhered to. Likewise, students are issued pass from respective departments if they have to go out for some urgency during college hours. Similarly, hostellers are also restrained from overstaying at home through various measures like strict hostel leave rules and night pass etc.

- Unexcused absenteeism is discouraged by regular proctorial duties by staff in their free periods wherein it is assured that students are not missing classes. Individual attention is paid to each student by respective faculty as a result of which students confide teachers who in turn counsel them and persuade them to be more disciplined, regular and participative in classes.
- Parent teacher meet is organised once in every semester for sharing the performance of student. The institute effectively uses WhatsApp group for communication wherein all the notices related to the examination and academics and co curricular activities are circulated and communicated to all students.
- By giving home assignment, students are encouraged to explore various learning resources like the Internet and libraries etc. which will enable to develop self study, analytical and reasoning capabilities. Students are encouraged to see youtube video lectures, e-books, models and charts
- Remedial Classes are conducted for slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews helping them to update their subject knowledge and to catch up with their peers. Unit tests are conducted prior to internal house examinations. Topic wise question banks are provided for all subjects. Students are encouraged to solve previous years University Exam question papers. The institute regularly conducts, group discussions, seminars and guest lecture.

The senior faculty members appointed by the University act as the member of Board of Studies. At Every meeting they suggest evaluation reforms and discuss any discrepancy in the Passing Board meeting.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- Mechanism of internal assessment (I.A) is transparent and robust in terms of frequency and variety. Students are acquainted with basic eligibility for I.A evaluation through orientation program, college and university website, notice board and class counselling.
- At the beginning of session, the basic mechanism of I.A as laid down by KUK is communicated to students. College notifies the evaluation process and related documentation on notice board. This includes the distribution of marks and schedule of I.A. Division of 20 marks is discussed in detail defining exactly how grading is done along with attendance policy during tutorial and regular

classes. This way, students know right from the beginning that attendance is an important part of I.A scores.

- Attendance of students is regularly marked in register by respective teacher which is monitored by principal of college. Students are made to verify their attendance by signing in the attendance register of every teacher and report any objection thereby making it more transparent.
- Parent teacher meets are organized. Parents are apprised of progress of their ward in terms of attendance, class performance etc. to make it transparent.
- To make the mechanism of I.A robust, university cell and NSO committee ensures that university roll numbers are not issued to students who don't meet the eligibility criteria.
- There is complete transparency in the internal assessment for each assessment method. I.A is displayed on notice board and students sign their performance record, making it more transparent. Any objection raised by students is met by respective teacher before finalizing the same. At the end of each semester, Internal Assessment Committee verifies the internal marks for all the students.
- All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
- Syllabus of each course in form of date wise lesson plan is displayed on student's notice board at the beginning of each semester that in case of absenteeism, students know of the topics dealt with.
- Periodic instructions issued by university are promptly communicated to students in classes and the same are displayed on notice board and shared in whatsapp group. Mentors are entrusted with the duty of creating awareness among students regarding.

Syllabus for internal assessment is communicated to students well in advance. Question papers are set based on Course outcomes. Answer sheets are shown to all the students and answers are also discussed with the students.

File Description	Document
Any additional information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

- At the beginning of the semester, faculty members inform the students about various components of internal assessment i.e. two assignments, one house test and at least 75% attendance
- The internal assessment test schedules are prepared as per university guidelines and are communicated to students well in advance.
- The corrected answer papers of the students are distributed to them for verification and any grievance is redressed immediately. The marks obtained by students in internal assessment tests are displayed on college notice board.
- Day to day performance of the students is accessed for every lab work which includes regularity, performance, viva and promptness in submitting the assigned practical work.
- For lab courses, practical approach to real-time application is tested by viva voce which involves an external examiner that accounts for more transparency.

- There is full-fledged independent committee for smooth conduct of examination comprising of Centre superintendent and invigilators from other colleges. To ensure transparency and curb various mal practices, university is following the practice of appointing Superintendent exam at centre and flying squad from other colleges.

Redressal of grievances at Institute Level:

- **Departmental Level:** The internal assessment marks based on defined strategies are displayed on notice board. Grievance regarding internal assessment tests is handled immediately at departmental level by the respective subject teacher and Head of the department concerned. They have initial jurisdiction over complaints against continuous internal assessment.
- **College Level:** The institute follows a three tier approach for time bound and effective examination system. House exam committee constituted at college level monitors the smooth conduct of house exams. After conduct of house exam, every teacher submits the internal assessment score to Internal assessment committee which further verifies the scores before onward submission to university through principal. A full –fledged independent examination committee for smooth conduct of examination comprising of Centre superintendent and invigilators from other colleges is constituted by university. If students are facing any problem related to university examination, they are solved by centre superintendent appointed by university. The unresolved grievances during the conduct of theory/practical examinations are considered and discussed in consultation with principal and if necessary, a case is forwarded to university by examination centre.

Redressal Grievance at University Cell Level: The queries related to results, correction in marks-sheets, issue of roll numbers and other certificated issue by university are handled by University Cell of the college. Students apply for revaluation, recounting and reappear by paying necessary processing fees to university if they are not satisfied with university evaluation through college university cell. University cell provides students a ready linkage to Kurukshetra university as it acts as a channel of communication.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution adheres to the Academic Calendar for the conduct of CIE.

- The college is affiliated to Kurukshetra University, Kurukshetra and the pattern prescribed by the university is strictly followed.
- In the beginning of each academic year, it is published by the University for undergraduate as well as post graduate courses. It specifies the date of commencement and end of the classes for each

semester along with the holidays.

- Keeping in view the schedule set by the university, college follow various methods to carry out a continuous internal evaluation system at the institutional level.
- The Principal and the HOD decide the dates for internal examination and for other academic activities like seminars, sports fest, cultural fests, etc.
- Time to time staff meetings are also conducted to ensure effective time management .Time table is prepared department wise and approved by the HOD. It is displayed on the college notice board & is allotted to all the concerned teachers.
- Following the timetable allotted, every teacher prepares lesson plans to ensure timely delivery of syllabus. These are also displayed on the college website and on notice board.
- The institution adopts various steps for evaluating the students by conducting regular class tests, house examinations, quiz, presentations, assignments etc.
- The CIE system for the students is as follows: Two assignments are given to the students in each semester. The time for each assignment is decided well in advance usually one in the 2nd month of beginning of each semester and the other one month later. House examination date sheet is prepared and communicated to the students well in time and is conducted accordingly. These papers are evaluated within 5 days and are discussed with the students so that they can have better understanding of how to approach the questions properly. Attendance of student is also considered.
- The college's internal assessment committee ensures timely preparation of internal assessment of the students so that it can be submitted to the university within stipulated timeframe.
- Periodic meetings of Class Representatives with college council members and mentor mentee meetings are also organized to address the problems of the students.
- University cell issues roll slips to the students for external examination well in time.
- Time to time parents are updated regarding behaviour and performance of their ward.
- In case of any change, the university intimates the same to the college and the college enforces the same.

In any condition, the academic calendar is followed and respected by the teachers of all departments. Therefore the college has an excellent work culture and it seldom faces difficulty in completing the curriculum well in time.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

Programme outcomes

The students pursuing the U.G programmes are expected, on completion of the program, to be able to:

PO1: Think critically

PO2: Communicate effectively

PO3: Become socially more responsible

PO4: Become self-driven for lifelong learning

PO5: Follow basic code of ethics

PO6: Become employable

PO7: Become good human-being and valuable citizen contributing to the development of the nation.

PO8: Learn to work in team

P9: Promote Research Skills & Competencies

P10: Develop Documental and Dissemination Ability

Programme Specific Outcomes

For Commerce students: On completion of programme, student is expected to have

PSO1: Knowledge of the forms of the organizations and their organizational structures.

PSO2: Role of management in an organization

PSO3: Practical application of management Principles

PSO4: Basic and commercial mathematics

PSO5: Statistical tools used in Business and various types of business research

PSO6: Basic market Research techniques, documentation & dissemination

PSO7: Accounting and its applicability and usefulness for decision making

PSO8: Understand recent market trends and device basic marketing strategies.

For Science Students: Science students are expected to have

PSO1: Practical application of Science and technology in day to day life.

PSO2: Identify, formulate, research literature, and analyse complex problems reaching substantiated conclusions using principles of mathematics and natural sciences.

PSO4: Apply ethical principles and commit to professional ethics and responsibilities

PSO5: Try to make innovation models

For Arts Students: Students are expected to have

PSO1: Realization of human values and social service.

PSO2: Critical temper and Creative ability.

PSO3: Understanding the interrelation between literature and society.

PSO4: Explaining the nature of language and literature.

PSO5: Obtaining the skills of literary criticism and writing.

PSO6: Illustrating the nature of literary forms like one-act-play, travelogue and short story

For Home Science Students: Students are expected to have

PSO1: Understand the basic concepts of Human Physiology, biochemistry and chemistry.

PSO2: Plan and prepare diet for healthy life style using the principles of Food Science and Nutrition.

PSO3: Understand the principles of growth and development from conception to old age and the role of family in development.

PSO4: Acquire scientific skills in the management of resources and develop basic skills for career options in the fields of dietetics, interior designing, textiles and fashion designing and preschool education.

PSO5: Understand and appreciate the role of interdisciplinary sciences in the development and well-being of individuals, families and communities

PSO6: Understand the sciences and technologies that enhance the quality of life of people

PSO7: Take science from the laboratory to the people.

For Computer-Science Students : Students are expected to have:

PSO1: Awareness about competitive examination like MCA, M.Sc. (IT) and other job opportunities.

PSO2: Appropriate techniques and modern hardware and software tools to engage in life-long learning.

PSO3: Application development approach and to successfully adopt in multi-disciplinary environment.

PSO4: Ability to select modern computing methods to solve different problems.

PSO5: Ability to work in a team to attain a common goal.

PSO6: Knowledge to apply design principles in development of software

PSO7: Ability to use current techniques, skills and tools necessary for computing environment.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Direct and indirect methods are employed to assess the program outcomes and Program Specific outcomes.

- Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes i.e. theory and practical.
- The knowledge and skills described by the course outcomes are mapped to specific criteria based on University Examination, house test and home assignments. Average attainment in direct method = University Examination (80%) +Internal assessment (20%) which include one test, two assignments and Weightage for attendance.
- Indirect assessment strategies are implemented by embedding them in Student Exit Record and Alumni Record. Finally, program outcomes are assessed with above mentioned data.
- At the end of each semester, university conducts examinations. Based on the result published by university the course outcomes are measured comparing the same with pass percentage of university for all the subjects of every stream.
- Alumni record is an important assessment tool to find out the level of attainment of goal by each student for the specified program in terms of further education or employment or entrepreneurship. Every year students of BBA who go in for industrial training are absorbed in the same industry which is indicative of positive program outcome.
- Every year almost three or four students of different streams clear UGC-Net Exam and further go in for research or teaching which is suggestive of course outcome.
- Gainful employment as regular and extension teachers in government and aided colleges, schools etc. itself speak of the program outcomes of college. To further it, many students are employed in industry, banking and office jobs as per placement record of the college

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 69.91

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 381

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 545	
File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.41

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 1.25

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description

Document

Any additional information

[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge**Response:**

With a motto of transferring knowledge to the society, the institution has created an ecosystem for innovation for transferring knowledge including incubation centre and other initiatives. The college has joined incubation center set-up in Government PG College Panchkula to nurture innovative startup in their pursuit to become scalable and sustainable business enterprises. The Director of Startup Accelerator Chamber of Commerce has organized 12 camps in the institution. Two students of the college have started their startup. Simran , M.Com student, a young women entrepreneur identified and trained by Startup Incubator. Center of excellence has signed the partnership deed- Triya Homemade delicious Chocolates. While Mansi a student of M.Com is under the process of signing the partnership deed, she started a Boutique and designs lehngas, Suits and Tank-tops. She promotes the products through various exhibitions in colleges and hotels.

EDUSAT, which stands for Education through Satellite, is the latest technique of imparting quality education from a centralized location to a widespread area. Haryana Govt. introduced this scheme in the year 2006-2007. The facility of EDUSAT Programmes, as an additional tool in the pedagogy, has benefitted our students tremendously.

Edusat of College provided live lecture from the best and expert teachers. The teacher at the transmission end virtually becomes available to all the virtual classrooms at all the ritual classrooms at the receiving end. It is a very interactive and cost effective education mode of education.

The college also publishes college magazine which provides a plank for creative ideas, articles, poetry story writing, these act as a tool for transfer of knowledge.

Besides these, the college is actively engaged in conducting seminars, workshops. Students are motivated to take part in science exhibition. This participation creates innovative ideas among the students.

- Intra-College Science Exhibition is held every year by the Department of Physics, Chemistry, Botany, Zoology, Geography, Computer Science and Psychology . The winner model from each subject participate in Inter-District Science Exhibition at the college assigned by DGHE, Panchkula.
- Computer Sc. Exhibition (Car Defending Games, Ms. Rakshita BCA-I & Ms. Astha BCA-I, Stood First in 6-7 Oct, 2017.
- Psychology exhibition (Stress: Unmasking the hidden killer compromising Ms. Diksha ,BA-III and Priya BA-III stood second.

1st Ranker exhibit of Computer Science was recommended for Participating in State level Science Exhibition

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 8

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 01

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 01

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response: 0.21**

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	2	0	2	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response: 0.44**

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	08	03	07	07

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institution is committed to make our students the epitome of highest ethics and social conduct by inculcating in them values, pursuit of excellence and a sense of social responsibility. In order to sensitize students and the community through students, various activities were organized on social issues. During the last five years, the students were taken to slum areas and various extension activities were carried out during these camps. Stationary items and woollens were distributed to the needy and underprivileged people. Elementary level concepts were also taught to the illiterate people. Awareness was created regarding cleanliness and female-foeticide. Through these activities, both the students and people of slum areas got sensitized and learnt the value of charity and teaching methods. NSS volunteers were taken to old age homes, where they learnt how to treat elderly people and got an opportunity to exchange ideas and experiences with them.

Clothes and other items were donated by staff and students of the college on the Neki ki Diwar, which were in turn donated to the poor and needy people. Rally and processions were also carried out on social issues like “Save Rivers”, “Traffic-Rules”, “HIV-AIDS”, “Beti-Bachao,Beti Padhao”,”Power to Vote” etc.

The College has 53 national cadet corps. The cadets of NCC are given basic military training in small arms and parades. The main aim is to groom youth into disciplined, responsible and patriotic citizens. Various activities are organized for channelizing the energy of youth in a constructive direction. These activities includes Human Rights Awareness Campaign, Environment related programmes, Blood-Donation Camps, Community Development Programmes, Slum-clearance Drive, Visits to orphanage, Disaster Management Programmes and Traffic-Rules Awareness Drives Awareness regarding AIDS is also created time to time.

The thrust area is Adult education ,Leadership, Community service, National and cultural Integration ,Education and Literacy Programmes ,Health care and family welfare, Physical Education and Adventure Training etc. Other activities like Tree-Plantation, Blood-Donation Camps, Awareness Rallies, Visit to Old-Age homes, Cleanliness drive in slums and training of Disaster Management are also carried out from time to time.

During 2018-19, NSS unit adopted village rally during 7 day camp, where Cleanliness drive was take. Students performed Nukkad Natak in the village to create awareness regarding the social evils.

Youth is main human resource that determines the overall success rate of a nation and GCW, Panchkula plays a very crucial role in inculcating social values in the youth of country and thereby makes them useful for the society and the country.

The College has provided his contribution towards **Prime Minister National Relief Fund** on Dated 27-10-2016 of an amount of 17,261/-Rs., and of an amount of 5050/- Rs. on Dated 20-09-2014

- **Tribute paid to student of M.Com, Jyoti's martyred father dated 21/2/2019 by giving monetary help of Rupees of 56000/- only to Jyoti's Mother.**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 101

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	11	24	13	23

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 80.11

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1792	1008	1790	1300	1585

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 14

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
02	05	01	02	04

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Ours is a Government institution run on Haryana State government policies and aided by Higher Education Department, Haryana Government P.G. College for Women, Panchkula founded in 2007, has now spread its wings to provide conducive environment for all round development of personality and for achieving academic heights for channelization of talents. Infrastructure facilities are created by Government Grants, which are given by State Government to run and strengthen the different departments. The college is spread over a vast area of 13 acres, lush green campus, well maintained library, multi-purpose Auditorium for national and international seminars, seminar hall with ICT facilities etc. The college has taken a number of steps and initiatives to make the teaching-learning effective and efficient by providing adequate academic infrastructure. To attain and sustain the desired outcomes of qualitative holistic learning and to boost the interest of the students', we have provided various facilities to our students.

The details of the facilities available for teaching :

1. For curriculum and co curriculum activities multipurpose one auditorium. One seminar hall, 9 smart class rooms.
2. Classrooms = 26, Lecture Theatres (LTs)- 07, Open Air Theatres (OATs) -2
3. Technology enabled learning space 4 computer labs, 01 soft skill lab, 01 seminar hall.
4. Laboratory = 22- for Computers, Soft skills, Home-Science, Chemistry, Physics, Zoology, Botany, Psychology and Geography
5. Dark Room = 1 for Physics Department
6. Botanical garden = 1
7. Zoology Museum= 1

Every department has dedicated laboratories and classrooms. Considering the teaching hours of each course, classroom and laboratory utilization time-table is planned by the departments. Time required for maintenance of the labs, time slots required for practice sessions and examinations are considered in time table planning. Regular Classroom and laboratory sessions are conducted six days a week. Resources are shared across departments whenever needed.

We have total of twenty six class rooms, seven lecture theatres and two open air theatres in addition to four computer labs, one soft skill lab, one seminar hall and nine smart class rooms. Class rooms are allotted as per time table .Classrooms have adequate sitting facility. In our college there are twenty two labs for practical subjects. We have three chemistry labs, four computer labs, three home science labs, two zoology labs, three botany labs, three physicslabs ,two labs for geography and two labs for psychology. Labs have been allotted as per subject requirement. In our library, we have seven thousand books and seven newspapers. Reading room of library has a capacity of 50 students. Our college facilitates extensive use of ICT resources. Computers with Wi- Fi facility are used by every department. To enrich their teaching material and to deliver technology based lectures. We have nine smart class rooms, one soft skills lab, one seminar hall and four computer labs which take help of ICT resources. An Edusat terminal is also functioning in our college.

File Description	Document
Any additional information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

Keeping in view the importance of sports, yoga and cultural activities and their role in students' health and personality development, the college offers immense opportunities and resources (Physical and Financial) to the students. Indoor games include Yoga, Table Tennis, Carom Board, Chess and Judo.

The outdoor games include Basketball, Handball, Khokho, Athletics, Volleyball, And Kabaddi. Gymnasium was established in 2007 for the students, which is used by 120 students per day in groups (a group max. of 30 students). In 2008 a 200m track for athletics was established in the campus which is currently used by 100-120 students per day. Facilities for Handball, Kho-Kho, Volley ball and Kabaddi are being provided to students since 2011 and are being used by 50-60 students daily. In the year 2017, facility of basketball has also been started in the college premises. The college organizes the annual Athletic Meet every year.

The institution has following facilities for sports, games and cultural activities.

1. Indoor games – Yoga, Table Tennis, Carom Board, Chess, Judo
2. Outdoor games – Basketball, Handball, Khokho, Athletics, Volleyball, Kabaddi.
3. Cultural Activities- Auditorium, Seminar Hall
4. Extra-curricular Activities- Playground, NSS Room, NCC Room
5. Health & Hygiene- Red Cross and Dispensary, Sanitary Napkin Vending Machine

Public Speaking and Communication Skills Development- Soft skills lab, Smart classrooms, Auditorium, Seminar Hall, Edusat.

Facility	Area
Gymnasium	18.12*7.81 m
Athletic track	200 m
Handball	40*20 m
Kho-Kho	29*16 m
Volley ball	18*9 m
Kabaddi	13*10 m
Basketball	28*15 m
Play-Ground I (adjacent to parking place)	102.00 * 121.80 m
Play-Ground II (in front of hostel)	100.00 * 121.80 m
Seminar Hall	30'-9" * 46'-4 1/2 "

The Cultural Committee of the college organizes the Talent Search programme in the beginning of the

session having various cultural events and the schedule of different activities is incorporated in the academic calendar of the college. The Cultural Committee sends teams to participate in various cultural events at the inter-college and state level. On the basis performances and achievements, the students are bestowed awards during the Annual Prize Distribution Function.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 32.2

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 33.46

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
20.18	4.78	36.71	7.35	14.63

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Ours library is fully automated using Integrated Library Management System (ILMS). The software which is being used in our college is Soul of Library Science (SOUL), having version 2.0. It is fully automated since 2014.

- Library is automated using Integrated Library Management System (ILMS)
- Name of software—SOUL(Soul of Library Science)
- Nature of automation : Fully automated
- Version : 2.0
- Year of Automation – 2014

Our library facilitates access to various UGC approved e-journals on number of subjects. Such as e-journals in English includes journals by varied publishers viz. Quest Journal inc, IAS Shimla, Sahitya Academy, Oxford University Press, Paneraft International New Delhi etc. E-journals in Commerce and Management includes journals on varied subjects like Strategic Marketing , Basic of Accounting and information processing , Capital Markets, Financial Management and Investment, E-Business and E-Commerce Management, Entrepreneurship and innovation in e-commerce etc.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Govt. College for girls has a well established library for the benefits of students, faculties, researchers. The library has a large number of collections of books covering various branches of humanities, commerce, science and a rare collection for library enrichment. The college library has a number of rare books and rare material which attract the researchers and visitors. It promotes the interest of people who require these rare books and other types of special collection. It is a virtual space for history buffs to read discuss and to discover more than one truth in history. The aim is to show that there is no wasteful source in the study of history. Our library has a number of books: A New Earth, Collegiate Encyclopedia, The Complete Language Learning System, Cambridge Grammar for IELTS to improve and enhance the quality of learning. This promotes better understanding of the subject.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.67

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.99	0.95	2.05	1.35	2.01

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.07

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 60

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There has been a paradigm shift in technologies and teaching aids (Blackboard to Green/White board to smart interactive board, the college has updated its IT infrastructure to cater to the needs of the students ensuring effective and outcome based teaching-learning. The development of ICT as a learning tool has raised the education level and internet applications respond to educators in real time basis. Our college facilitates extensive use of ICT resources. Computers with Wi- Fi facility are used by all departments in the college. College has adequate computer facility for its faculty. Departments are provided with computers with internet facility for preparation of teaching/ learning materials in their respective departments. The college has been making consistent efforts to improve upon IT infrastructure -and facilities as per the requirements. The College regularly upgrades both the software and the hardware facilities as per academic requirements. Computers are replaced periodically. Software's are purchased and licenses upgraded as per requirement. Firewall and Anti- virus software are upgraded regularly. College is aided with e-content on all subjects to enrich teaching-learning materials.

- Institution frequently updates its IT facilities
- Computers with i-5 processors
- Wi -Fi facility is available
- Updation as per requirement is done

Our institution is well equipped with computers which were purchased initially in 2010 and then in 2012. In 2015 CCTV cameras were installed in our college which are being used for monitoring and surveillance purposes, and for security purposes. We have four finger print devices, six TABLETS (for Biometric purpose) in total with upgraded softwares , a WiFi 3G Dongle and an external hard disk of 8TB size. To deliver technology based lectures we have nine smart class rooms and number of labs which are projector enabled.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio	
Response: 11.5	
File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
<p>>=50 MBPS</p> <p>35-50 MBPS</p> <p>20-35 MBPS</p> <p>5-20 MBPS</p> <p>Response: <5 MBPS</p>	
File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	
Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	
Response: 81.33	
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)	

2018-19	2017-18	2016-17	2015-16	2014-15
23.19	38.32	53.61	59.25	45.36

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Systematic procedures are being followed for maintaining and utilizing physical, academic and support facilities available in the college. The Principal of the college takes direct and active initiatives relating to the maintenance and renovation of the total infrastructure of the college. Stock verification of books, laboratory apparatus, sports equipment, furniture, machines and ICT equipment is done by the faculty members as per assigned duties. Systems and procedures for maintaining and utilizing physical, academic and support facilities:

Laboratories: In our college there are twenty two labs for practical subjects. We have three chemistry labs, four computer labs, three home science labs, two zoology labs, three botany labs, three physics labs and one physics dark room, two labs for geography and two labs for psychology. Labs have been allotted as per subject requirement. Lab attendant are also available for lab maintenance. College receives grant from Govt every year for lab up gradation and maintenance. Grant is completely utilized every year.

Library: For library, every year a grant of approximately two lakh rupees is received from Govt and is fully consumed. In our library, we have more than seven thousand books and seven newspapers. Reading room of library has a capacity of 50 students.

Sports Complex: To encourage sports we have Physical Education as subject in course curriculum. Our college provides facilities for gymnasium, Athletic Track, Hand ball Kho-Kho, Volley ball, Kabadi, Basket ball in outdoor games and yoga, Table Tennis, Carrom Board, Chess and Judo in indoor games. Every year our college organizes Annual athletic meet. A grant of Rupees one lakh twenty thousand from govt. is used every year to facilitate sports and encourage participation of the students in the sports in the college and outside the college. On campus sports facilities are maintained and utilized under the guidance of the physical education department head. There is optimum utilization of sports infrastructure and facilities

available in the college for training the students so that they participate in various competitions.

Computers: Our college facilitates extensive use of ICT resources. Computers with Wi- Fi facility are used by administrative block and by every department. To enrich their teaching material and to deliver technology based lectures. We have nine smart class rooms,1 soft skills lab, one seminar hall and four computer labs which take help of ICT resources. An Edusat terminal is also functioning in our college. There is a system of optimal utilization of academic infrastructure. The faculty members are regularly given training to use smart boards efficiently.

Class rooms: We have total of twenty six class rooms, seven lecture theatres and two open air theatres in addition to four computer labs, one soft skill lab, one seminar hall and nine smart class rooms. Class rooms are allotted as per time table .Classrooms have adequate sitting facility. All class rooms have proper light arrangement and ventilation.

Thus, the institution has a self-sufficient space with all the latest and basic facilities available at its disposal to cater efficiently to the growing demands of the students, the faculty and the other stakeholders.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 15.01

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
241	313	275	284	291

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.73

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	23	20	16	10

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 12.74

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
250	250	200	240	250

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response: No****File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 0**

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Self attested list of students placed

[View Document](#)

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)**

Response: 8.4

5.2.2.1 Number of outgoing students progressing to higher education

Response: 51

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 6.53

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	00	00	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	25	28	20	24

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 2

5.3.1.1 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-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	00	01	00	01

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The institution has always understood and adopted the values of decentralization, involvement and contribution of the students in decision making processes involving various academics, administrative and co-curriculum activities of the College. Students are given an active representation in several Dept. Associations/Clubs and they are the driving force for conducting numerous activities. Moreover, they are nominated/enrolled in multiple committees/fora/Societies in the college to ensure maximum participation so that the policies and practices adopted are student centric and take their needs into due consideration. .

This enables the students in gaining leadership qualities and executive skills. From the academic session (2018-19), the college has an active Students' council duly elected through an electoral process as per the guidelines of , higher Education, Haryana and Kurukshetra University. The Student's Union Election was held on 17.10.2018. A Committee was constituted to conduct fair and peaceful elections. The procedure for the elections was as follows: Class Representatives (CR's) were elected from each class who then elected the Office-bearers of the Student's Executive Council. The details of the Student's Executive Council, which comprises a President, Vice-President, Secretary, Joint Secretary (exclusively four girl students) and five Executive Members (one post reserved for a SC student) are mentioned below:

Sr.No.	Designation	Name	Class	Roll No.
1.	President	Pooja	M.Com-I	41
2.	Vice-President	Mamta Sharma	B.Sc. (Med.) III	95390
3.	Secretary	Deepti	B.A. III	071
4.	Joint Secretary	Navneet	M.Com II	13
5.	Member	Maninder Kaur	B.Sc. (H.Sci) II	14317
6.	Member	Anjali Sharma	B.A. II	147
7.	Member	Shivani	B.Sc. (N.Med.) III	95471
8.	Member	Kajal	B.B.A. III	98980

9.	Member	YachnaKhana	B.Com II	01
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The formation of the above council has allowed the students to gain basic knowledge of the democratic and electoral system of our country.

It represents the student's grievances and gets them redressed through the College's Grievance Redressal Cell and the Principal. The Principal frequently meets the Student's Council.

CONTRIBUTION OF THE STUDENT COUNCIL IN ACADEMIC ADMINISTRATION

1. Coordination in organizing cultural events like "Surtal".
2. Coordination in organizing sports and games for the Students.
3. Coordination in communicating the information between students and teaching faculty.
4. Coordinating in inviting the external guest speakers and organizing the workshops and Seminars.
5. Coordination in day to day academic activities at their level.
6. Coordination with College Administration to keep Institute clean.
7. Coordination to online admissions.

The institute provides necessary support to the council members in organizing and coordinating the events. They engage in a lot of academic, extra-curricular and co-curricular activities with the assistance of other students. Student members of the council become competent managers for the future by learning all these skills. They also observe important days like National festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Non-Violence Day, Teacher's Day, Fresher's Day, Farewell Party, World Literacy Day, World AIDS Day etc. The students Council motivates the students to participate in these activities conducted by the institutes.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 15

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	16	16	14	12

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni association strives to connect alumni (former students) and friends to each other.

Vision

Connect, Engage, succeed, celebrate. To engage and connect the institutional global community to support and advance institutional excellence.

Mission /Purpose /Objective's

- To create a global community of alumni , faculty and students that fosters lifelong engagement with one another and institution.
- To provide meaningful opportunities for advocacy and volunteerism.
- To promote and encourage the cooperation, coordination and unity of purposes and objectives of all alumni associations.
- To foster and promote better and more harmonious relation among the different alumni.
- To enhance unity and sharing of members areas of knowledge and expertise.
- To infuse the value of an empowered membership in the development of the association.
- To promote civic mindedness
- To increase employment opportunities through linkages with industries, companies, government and non-government.
- To support outreach programs.

Alumni association is committed to excellence in all the activities and dedicated to the following core values.

- Loyalty and commitment to the institutions.

- Integrity and transparency in all our interactions.
- Honouring our history, traditions and achievements.
- Diversity
- Innovation
- Continuous Improvement
- Leadership opportunities
- Educational excellence
- Advocacy
- Collaboration
- Mentorship

What we are

The alumni Association believes in creating and maintaining association with its alumni . It provides an interface for establishing a link between alumni , staff and students of the institute . The college alumni , staff and students of the institute .The college alumni are currently working at various positions all over the globe and providing their mettle in all spheres. The college has a traditional of inviting alumni for annual Alumni meet . The tradition is also followed from the last five years. In this meet the alumni get chance to reconnect with the Alma mater and old friends. This is the best platform for the networking and sharing new trends and current happenings in the world. These inputs are helpful to academicians for the mounding the aspiring students.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	01	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION:-

Vision of the institute is to create and sustain an institute par excellence dedicated to quality and value based education. In order to explore the potential in women and to educate and empower them, our college envisions providing an outstanding environment of excellence in education with special emphasis on human values and social commitment.

We also install in our young students a spirit of perceptiveness, a positive mindset, innovative thinking, integrated personality, self-esteem and a sense of responsibility.

Mission:-

Education has a two fold function to perform in the life of a person. The first and the foremost being-service to society. Secondary function of the education is to uphold and sustain our valuable culture. We enable women to become more efficient and encourage them to achieve the legitimate goals of their lives by adopting the quintessence of our noble vision with increasing competence. We also prepare and equip our students with swift, steadfast and effectual thinking, perception and judgment to tackle life's myriad problems.

- To empower girls to transform their challenges into opportunities by enlightening their minds
- To provide space to young girls to freely express their views so that they can respond effectively to the changing circumstances.
- To focus on academic excellence by using latest technologies-computer based teaching, using internet and multimedia.
- Enhance quality education in quality ambience and encourage their creative and analytical thinking by promoting a futuristic global outlook.
- Science wing has fully equipped state of the art labs where fertile minds of the students put innovative ideas into practical shape for science exhibitions, which is annual feature in the college.
- Computer labs to cater to the needs of every student, as computer science are compulsory for all first year students of college.
- Language lab to better their communication skills and to make easy the process of language learning.
- Placement cell and commerce wing organize workshops and seminars to prepare students for facing job interviews, to prepare resume and to confront various challenges of outer business world. Professional courses like BBA are there in the institution.
- Talent search program is organized to hunt new talent in BA-I, B.Sc.-I, B.Com-I, BCA-I classes through many competitions like debate, singing, painting, slogan writing, dancing, mono acting etc.
- From time to time the principal addresses students and try to inculcate moral sense and maintain high traditional values of brotherhood, hard work, discipline, honesty and responsibility.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization is having a significant impact on policy, planning and management of higher education. Decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. Principal, Vice Principal, IQAC Members, teaching staff, non-teaching staff, supporting staff, student representatives (CR), Alumini committee, mentor- mentee and various other committees jointly empowered to propose, design, formulate and execute their plans within the frame work of college. The Academic, Administrative, NCC, NSS, IQAC all are working together for the smooth running and over all functioning of the college. Since colleges are not only meant to teach certain subjects, it also works on improving different set of skills and social and emotional aspects of a child, so Parent Teacher Meeting is given immense importance.

College administration is decentralized to ensure the quality and efficiency. The principal of the college, at the helm of all the affairs, has complete autonomy to govern the institution within the preview of the rules and regulations framed by the government. Principal appoints the conveners for various committees with the consent of the council members and further nominates the members of the committees. Office notice is issued along with the guidelines defining the roles and responsibilities of the Committees. The Committees carryout the activities and at the end of the academic year, the convener submit the report of the work done to the head of the institution. All these activities are evaluated by the IQAC. All the Committees hold regular meetings with head of the institution (Principal) to review the activities of their Committees. The Committees monitor the execution of the policies. In this way duties and responsibilities are shared and decentralized. Finally all the administrative, academic and financial activities are reviewed by the Principal and Council Members to ensure administrative and academic accountability of the system.

Case Study: Decentralization and Participative management of our institution is best shown in the case study of utilisation of grant for Lab Up-gradation

In the session 2016-17, our institution received grant of Rs 2,30,000 from the Office of Department of Higher Education, Panchkula, for the up-gradation of laboratories. A committee was constituted by the Principal for the utilization of grant. The Principal called a meeting of the committee members to discuss

the matter and directed them to receive requirement of grant from different departments like Science, Psychology, Geography and Computers. As per the requirement submitted by different departments, the amount was allocated to them. Then the whole grant was utilised and bills were submitted in the office. After that, the College Bursar examined and scrutinized the bills thoroughly. At the end, the bills were signed by the Principal, who is the sole authority of the institution having power of DDO (Drawing and Disbursing Officer) duly authorised by the Department of Higher Education, Haryana.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college believes in excellence in all spheres so that the students and faculty of the college gets high class infrastructure and opportunity to learn new skills to deal with universal challenges. To make this possible and effective, the institute divided the workloads into various committees so that proper strategies can be developed. The distinguished faculty members under the leadership of Principal, and other council members brought out the best possible detailed strategies and its deployment plan.

While formulating the strategic plan and deployment document, care has been taken to involve each and every member, which is vital for success of any organization. The strategic plan and deployment is circulated to all the departments. In the last five years the institution has worked on various strategies which have been accepted and pursued to develop qualitative environment in the college.

These strategies include the creation of ICT based infrastructure in teaching-learning and administration as well as upgradation of Science laboratories, computer facilities and computerization. Besides, the Institution planned to organize seminars, conferences etc. and to promote the research culture in the campus. Institution also planned to create sports and cultural infrastructure to increase the participation of the students in sports and cultural activities. In this way, the strategic plan of the Institution reflects the vision and missions to develop the excellence in higher education.

Accordingly, in the first cycle of accreditation of the college, the following major deployments might be considered.

- The college introduced M. Com. as a PG course
- College organized various National Level conferences, workshops, faculty development programmes
- Computerization of library
- The Institution upgraded computer culture with ICT based smart class room
- The Institution has upgraded science laboratories
- Established close linkage with alumni association
- College magazine was published yearly

- Extension lectures by eminent scholars of different fields were organized
- Beautification of Botanical garden is done on regular basis.

INTRODUCING M.COM AS NEW COURSE

Due to keen demand of students, college plans to introduce M.COM as new P.G course. Firstly proposal was sent to Director General Higher Education, Haryana , Shiksha Sadan, Sec -5, Panchkula for information and necessary action. With approval of DGHE, intimation is sent to kurukshetra University.

The vice chancellor gave permission of introduction of M.COM I course with intake one unit (with 10% increase in seats) from the session 2014-2015. In 2014-2015, 68 number of students got admission in M.COM. Later on within two years, permanent affiliation was granted from KUK.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The college has a democratic set up where each unit is given full freedom to work out its innovative plans for development. The hierarchical order is maintained and there is internal coordination and harmony among the various units of the college. The academic goals are set through collaborative efforts of the various components of the institution. Then responsibilities are assigned to the departments and their individual teachers. The H.O.D's and conveners of administrative committees, societies play a significant role along with the principal in monitoring the progress of the work. The College has a student council for which P.G student of final year is the President and U.G student of final year is the Vice-President. The candidates were selected by the head of the institution depending on their academic performance and their overall intelligence. Under the intensivementoring by the administration, the goal is achieved by the dedicated efforts of the faculty.

Functions of various bodies:

The institute has constitutional bodies which are designated with various roles and responsibilities as listed below:

Administrative Set Up: The Principal performs the Important and integral part of the organization and ensures the smooth running of the college. The Principal is vested with the day-to-day running of the college. She has her team of Departmental Heads, the IQAC Coordinator, the college Council Secretary

and the Head Clerk to assist her in execution of this work and to prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.

Administrative Officer Keeps a record of the college level budget for each academic year and maintain daily records and documentation pertaining to attendance and service of all the working staff. HODs Maintain a department level status sheet regarding student and faculty performance and look after the fine functioning of their respective departments. The extracurricular activities are planned in consultation with the Students' Council.

The Finance Committee (Bursar), the purchase Committee and the Hostel Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

The IQAC plans and suggests the process for implementing the various academic activities. It arrange for periodic assessment and accreditation of specific academic programmes and projects. In addition to this, it also encourages self-evaluation, accountability, autonomy and innovations within all departments of the college.

As this is a government college, all posts are filled as per laid down procedure and selection criteria provided by DHE Haryana. Service Rules and promotional policies are also according to norms of Haryana Government.

In our college, we have Grievance Redressal and Sexual Harassment Cell to deal with the admission, internal assessment, detention, examination, affairs related grievances. The internal complaints and other problems of students as well as of staff, under the system are solved by Grievance Cell.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above

D. Any 2 of the above**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:**

There are various bodies/cells/committees in the college for organizing academic, extracurricular and co-curricular activities. These committees consist of conveners, faculty members and student- members. There are regular meetings of these bodies/cells/committees with the Principal as per planned in the annual academic calendar. The minutes of the meetings are recorded and circulated to all the concerned. The conveners ensure that the resolutions are implemented successfully.

One activity successfully implemented- “Constitution of Girls Brigade under Women Cell”

The girls Brigade was formed on 04 August, 2016 which comprised of 100 volunteers of all the streams. The girls Brigade of GCG, Panchkula is dedicated to providing programs and services in a safe, supervised environment, to inspire and enable young girls, to realize their full potential as caring, productive and responsible citizens.

The Girls Brigade is constituted to meet the following objectives:

1. To provide our young girls with life enhancing programs and character development opportunities.
2. To provide career development, computer skill development, community and civic involvement and social and life skills.
3. To arrange for special opportunities to enhance the carrier growth.
4. To enable dropout girls to pursue their college education
5. Implant the passion and spirit among the girl students.

Constitution of the cell as follows:

Sr.No.	Name of the Members	Designation
1.	Dr. Neerja Malik	Principal
2.	Dr. Anju Manocha	Coordinator
3.	Dr. Meenakshi	Operations Manager
4.	Ms. Deepika, M.Com II	President
5.	Ms. Nidhi, M.Com II	Vice-President
6.	Ms. Priya, M.Com II	Vice-President
7.	Ms. Aashima, M.Com II	Vice-President
8.	Ms. Jyotsana, M.Com I	Vice-President

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

The staff and the faculty are the most vital components of any organization; the Teaching employees are regarded as key players, on the other hand, the Non-Teaching employees are pillars of the college functioning. Their well-being, satisfaction and motivation propel any organization to its peak. Following are the various measures taken for welfare of the teaching and non-teaching staff-

For Teaching Staff:

1. Duty Leave for attending Seminars, Conferences and Workshops. For encouraging the faculty towards research and development, the college permits the employees to attend national and international conferences, seminar, and workshops by sanctioning them duty leave.
2. Study Leave for pursuing PhD and research work is given.
3. Healthy and hygienic work environment.
4. Under CSR rules, compensatory leave is given to teaching staff in lieu of work done during holidays.
5. Casual leaves, Child Care Leaves for 2 years, Maternity Leave and medical leaves are given as per Haryana Government policy.
6. Employee Provident Fund for teaching staff.
7. Annual and PhD Increments are given as per policy.
8. Education allowance facility is also available for teaching staff as per the rules of Haryana Govt.
9. Medical Reimbursement facility is available for staff under the guidelines of Haryana Government
10. Faculty appointments prior to 2004 are eligible for pension benefits on Retirement.
11. Regular Health checkups of teaching staff.
12. Gratuity Scheme and GIS (Group Insurance Scheme) are available for teaching staff.
13. Various motivational and informative lectures are organized for teaching staff to have a better work-life balance.

For Non -Teaching Staff:

1. Employee Provident Fund and Gratuity scheme for non-teaching staff.
2. Accommodation facility in the hostel for non-teaching staff.
3. Staff members pursuing higher education can use library facility and computers.
4. Annual Increments and promotions are made as per policy.
5. Various leaves available to non-teaching staff are vacation leave, casual leave, Earned Leaves, medical leave and maternity leave for ladies staff.
6. Medical Reimbursement facility is available for staff under the guidelines of Haryana Government
7. To make non-teaching staff updated with the new technology, training like online banking was provided to them.
8. Regular Health checkups of non-teaching staff.
9. Wheat loan is also provided to non-teaching staff according to the rules of Government of Haryana.

The college tries to implement any of the welfare schemes launched by the government for teaching and non-teaching staff from time to time.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	01	02	02	02

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 10.98

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	6	5	11	4

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Haryana Govt. has introduced Performance Appraisal System for teaching and non-teaching staff in the Govt. colleges and universities as per UGC guidelines. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make excellent performance in teaching –learning and research. The institution has performance based appraisal system for the Assessment of

teaching and non-teaching staff.

Teaching staff:

The API (Appraisal Performance Index) of the teaching staff is on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The performance appraisal report is to be filled by the teaching staff in a given prescribed Performa which includes three main categories i.e. Category one contains Teaching, Learning and Evaluation-related activities. Category two contains Co-curricular, Extension and Professional Development related activities. And Category three is mainly focused on Research and Academic contributions. The PBAS Performa is the primary means of assessing a faculty member for the purpose of promotion under Career Advancement Schemes (CAS) and awards. The Performance Appraisal Reports (PBAs) provide good feedback to faculty. The overall report is further reviewed by the Principal and the Convener of IQAC and final performance functioning status is setup and confidentially recorded in the office.

Secondly, ACR (Annual Confidential Reports) are filed by each and every teaching staff. Actually it will help to improve the quality of the higher education system in our country.

Non-teaching staff:-

Every non-teaching staff member is assessed for his/her performance according to his/her works, duties and responsibilities assigned by the principal. ACR (Annual Confidential Reports) are filed by every non-teaching staff and according to his/her work, grading are assigned by the Principal. The systematic procedure has helped the principal to motivate the employees for better performance

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts external financial audits regularly as per government rules after every five to seven years. In our college financial external audit was done for the time period 2008 -2015.

Chief Accounts Officer, Government of Haryana conducts financial audit on submission of financial statements and provides the audit report.

- Funds received from government agencies like Social Welfare Departments towards SC, ST, OBC and other minority scholarships are audited.

- Funding towards conduct of Seminars, Conferences, Workshops are audited and utilization certificate is submitted.
- In our college fees received from students is bifurcated into various types of funds like A.F., University Fund, Red Cross Fund, R.K. Fund etc. For these funds different cash-books and stock registers are maintained. Auditor thoroughly inspects such books and further verifies that the balance as per cash book and balance as per pass-book is reconciled or not.
- The institution maintains transparency in all its financial transactions like collection of fees, payments of salaries, payments of bills to the vendors etc. which are done through banks.
- Auditor checks the utilization of all the grants sanctioned to Placement Cell, Women Cell, Earn While You Learn, Lab Up-gradation, Material and Supply and Office Expenses (O/E).

Internal Audit mechanism is ongoing continuous process to check and verify all vouchers of transactions with reference to sanctioned budget. After getting the requirements from different departments and subsequent approval of the Principal, the purchase committee purchases the items as per the laid down procedure and rules. The Convener of purchase committee along with the Bursar of the college keeps a strict vigil on the purchase system. In our college Bursar performs the duty of internal auditor. Cash Books are regularly filled and verified by Principal and Bursar.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 1.39

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0.46	0.40	0.32	0.21

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College has a proper system for effective and optimal use of available financial resources. The key decisions related to finance and related matters are taken by Bursar, who constantly monitor and encourage the proper utilization of allocated funds. As per The Higher Education Department of Haryana, Funds are allocated in different stratas like EWYL, material and supply, lab up-gradation, sports grant, NSS Grant, Women cell, counseling and placement cell for optimum utilization. The procedure for purchasing materials, first of all survey of market is conducted, then quotations are invited from different suppliers and rates are compared. Finally, the lowest possible rate with best quality material is selected. The mode of payment is done either by cheque or by internet banking. Under the scheme of 'Earn While You Learn' run by Haryana Govt. hard working meritorious and poor students are selected from various streams to provide their services in Labs, Library and office for which they are paid accordingly at an hourly rate. Various labs like science, geography, psychology, computer science and English are upgraded every year with modern equipments. Under sports grant, sports equipments are purchased and annual athletic meet of college (state level tournaments) is also organized. Blood donation and health checkup camps are organized from the grant of NSS and Women Cell

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Institute has formed IQAC in 2013. Quality assurance is a dynamic process and IQAC has contributed significantly in developing quality consciousness in the entire college. It has brought about positive changes in functioning of the college by setting benchmarks for quality. Every aspect of academic as well as administrative role of college has been impacted. There has been a positive shift in the management strategy and thinking process. The IQAC is constituted by the Institute comprising the members from both Internal and External sources. The external members make significant contributions in the major decisions by giving suggestion pertaining to policy making, revision of college norms, student development schemes, infrastructure development, research, etc.

The two examples of practices institutionalized as a result of IQAC initiatives are given as under:

1. Net banking training to Senior Citizens

The net banking training was organized for senior citizens through IQAC to provide better understanding of online banking (i.e., transfer of fund, account balance inquiry, and view transaction histories). The senior citizens went to computer lab and learnt about use of mobiles for e-payments, pay tm, e-banking, hiring of cabs, filling income tax returns and e-payments of water and electricity bills. The main purpose of e training is to enhance the skills of senior citizens, so that they can update themselves with the latest usage of technology. It will also help the senior citizens to have convenient online access to their account information.

- Use Bank-to-Bank Transfer
- See your account transactions and history.
- Pay bills without writing checks
- Transfer money between your accounts
- Sign up for paperless statements
- Earn cash back with Purchase Rewards

B. Mentor-Mentee Groups

The college has perused the mentor-mentee group to increase the interaction between teacher and students (mentor and mentees), so that they develop a smooth communication practice on an emotional plane for making teaching- learning process effective and efficient. The aim of mentor-mentee group is to develop, maintain, and improve the student's performance and promote a co-operative learning environment. It helps in bridging the gap between the theory and practice. Each mentor keeps a complete record of students allotted to them. The mentor remains in touch with the students regularly. There is a provision of one period of mentoring in the college timetable, where the mentors interact with the mentees and resolve their problems and grievances at their level or bring the same to the notice of the authority. Mentors try to assess both meritorious and weak students and provide them suitable guidance. The group is intended to facilitate the participation of mentors and mentees and enable them to explore the great opportunities created when two personalities collide.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The use of smart classes and modern technology eases the learning process for all students. Students are exposed to a new level of learning process. Smart classrooms include videos and presentations, which includes visual and auditory stimulation for the students. The info-graphics, like pie charts, graphs as well as notes, are saved in the system. Thus it saves a lot of time. Learning becomes a much easier process. Moreover, in EDUSAT room special lecturers were conducted on various topics to help students to have better understanding of concepts. Students are encouraged to give PPTs so that topics can be easily understood by them. This latest technique helps students to adopt latest technology in their learning process.

Teachers are required to prepare day wise lesson plans and these are made available to the students before the commencement of the semester. Lesson plans ease the learning process for teachers as well as for students. IQAC monitor and review the learning process adopted by teachers. Daily monitoring of conduct

of the classes is done by the principal. Feedback from students is also taken through CR meetings.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 5.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	1	2	2	3

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

- 1.To achieve the goal of Clean and green campus; Eco-club and botanical garden has established.
- 2.Provided timely identity card to each and every student.
- 3.Digital Notice board for real time publication of emergency notices/ information to the students.
4. Awareness programmes conducted on Entrepreneurship for students.
- 5.ICT enabled classrooms established and organized seminars/ workshops on the use of ICT in quality teaching learning, research methodology and environment.
- 6.Online feedback system for students and other stakeholders.
- 7.Promoted research culture among staff and students.
- 8.Ensured timely, efficient and progressive performance of academic, administrative and financial tasks.
- 9.Development of Institutional data base and documentation of the various activities led to quality improvement.
- 10.Developed stronger Industry- Academia relation for benefit of staff and students
11. Promoted Interdisciplinary and collaborative research
- 12.Enhanced the quality of staff by promoting and encouraging over all faculty development.
- 13.Promoted social activities via NSS in the college
- 14.Developed a sportsman spirit by promotion of physical education
- 15.Created a data-base on various quality parameters of higher education, by initiating institutional research studies, such as, effectiveness of tutorial and mentoring systems, assessment practices and results, extent of interdisciplinary exposure to students across programmes, etc.
16. Workshops were organized for students on skill development programme.
- 17.Strengthened the liaison among the stakeholders like students, teachers, parents etc. through PTMs.
- 18.Ensured 100% utilization of lecture timings.
- 19.Prepared and uploaded lesson plans before the beginning of the academic year.
- 20.Strengthened alumni participation by using internet technologies so that more and more students can participate.
- 21.RO water plants for the students.
- 22.Financial aid provided to the students under various scholarship schemes and earn while you learn scheme to encourage the students for continuing their studies.
- 23.Independence Day, Republic Day, Rashtriya Ekta Diwas and other national days celebrated to inculcate the spirit of national unity and integrity among the students.
- 24.Job training programmes and Job fairs were also organized for the benefit of students.
- 25.Various NSS camps, Athletic meet, Swachhta Abhiyan etc were organized for congenial work

environment.

26. Students were participated in various inter-college, inter-district, inter-state and all India competitions.

27. Health camps were also organized.

28. Biometric attendance system for the staff.

29. To fulfill the aspect of social responsibility workshops on creating age friendly environment for senior citizens and an e-awareness programme for senior citizens were also organized. In addition to it, a women brigade was also formed under women cell of the college to make students aware regarding the current social issues.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 14

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	02	02	03

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

a) Safety and Security

- Women safety week programme was organized on 25th August 2015 under the eyes of Mahila Apradh Nisedh and Sashtkikaran. Main objective of the function was to create awareness and empower females and ensure safety of girls with the cooperation of public, police and society.
- Two days Road Safety training programme (27.09.18 to 28.09.18) on “Safe Driving of Two-Wheeler” was organized by Road Safety Committee/ NSS Incharges Dr. KiranBala and Ms. LakshaTanwar in College. Parul from Honda gave information about Traffic Rules, Safe and Correct way of driving through simulator and practical training. About 170 students participated in it. Certificates and Road Safety Brochure were also given to participants.
- **SwayamSidha** - To make students swayamsidha, self defence training of students was started on 23rd August. “hope for All” society, Panchkula sponsored three day training program Mr. Bikram Thapa along with his team undertook the training.

b) Counseling

- Two days workshop on gender sensitization was organised on 28-29 Jan 2015. A total of 70 female students of our colleges and 40 male students from PGGC college from Sec 1 Pkl attended the workshop. Dr. Sultana Amir from Department cum center for women studies and Development P.U (Chd) , delivered a speech on understanding gender through life skills approach followed by Dr.Rajesh Kumar Anand from same place who presented her views on status and discrimination of women w.r.t health and education. Ms. Mamta Sodha, ACP Panchkula delieverd presidential address by living chief guest. A play on eve teasing was enacted by students. Certificates was given to all participants by WSDC.
- Two days workshop on balanced use of internet by Vodafone in mobile mela was organized in the college from 30-31 August 2016. Use of girls safety app and even use of social sites was also stressed.
- Extension Lecture on stress management and happiness was organized on 03/02/2016 in which renowned personality COL. Gursewak Singh delieverd informative and thought provoking speech in the session. 117 students and faculty members attended the session.
- Mrs. Renu Rao of Rao's academy as a resource person conducted programme on personality development from 14-10-2016 in which she discussed role of different body parts movement in personality development.
- On 13th Feb, 2019,a counselling session was organized by Startup Incubator cum Centre of Excellence for promoting Entrepreneurship and Self Employment among students. The lecture was delivered by Mr. Ashok Vashisth. 40 students from M.Com Final attended this session and interacted with the Resource Person.
- A career Guidance Programme was organized by Commerce Department in Collaboration with Placement Cell on 1st March, 2019.The lecture was delivered by Ms. Ritika Madaan from AMITY UNIVERSITY, CHANDIGARH. The lecture was conducted by a team of 3 members from District Employment Exchange, Panchkula. 68 students from B.Com and BBA streams attended this lecture.
- A Counselling session was organized on 6th March, 2019 by Startup Incubator cum Centre of Excellence for promoting Entrepreneurship and self employment among students. The lecture was delivered by Mr. Ashok Vashist. 28 students from BA final year participated in this session and interacted with the resource person.
- **'BANKING OLYMPIAD'** was organized at Oberoi Educational Trust on 7th March, 2019. 56 students from commerce, arts and science streams appeared in this OLYMPIAD which included 100 objective type questions based on Banking Knowledge. The duration of exam was 1 hour. The aim of the OLYMPIAD was to enhance the knowledge of the students in banking sector and help them to make a career in Banking Financial Service and Insurance Sector (BFSI).
- A career counselling session on Indian Administrative Services (IAS) was organized on 14th March, 2019 by Abhimanu IAS Study Group, Sector-25/ Chandigarh. The talk was delivered by Mrs. Vineet Aulakh, a Motivational Speaker from Abhimanu IAS Study Group. 45 students attended this session. The Aim of this session was to enhance the knowledge of students and how to make a career in Administrative Services.

C) Common Room

- There is a girl common room in which facilities like Music/TV/Sewing Machines are placed for girls students benefits. Students study and relax in common room. Health Camps and Beauty courses are also venued in common room.Common Room is linked to college canteen for refreshments.
- Art and Craft workshop was organized for teaching students the art of wall painting. A resource person, Mrs. Santosh Verma, art teacher was engaged for teaching students. Walls of Girls common room.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 43.48

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 40

7.1.3.2 Total annual power requirement (in KWH)

Response: 92.000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 13

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.5

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 11.535

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management :

Two major types of organic waste are generated in the form of fallen leaves from the plants and kitchen waste of two hostels, which is biodegradable. Recycling techniques which generate minimum impact on environment are used. Eco Club, Evs Society , Botany Dept, and Hostel use integrated solid waste management which help to maintain sustainability by dumping fallen leaves and recycling the kitchen waste. For this we have vermicomposting pits of 1m by 3m .These are used alternatively for dumping purpose. Since large amount of leaf waste is generated so large patch of land is required for waste disposal. Therefore the leaf waste is dumped by digging pits near boundary walls. These pits are refilled by adding layers of leaves and soil. Pits are kept moistured by the students and care takers so that microorganism like and bacteria and fungi can survive. They convert complex organic matter into simple nutrients which are released in the soil. In this way they recycle the nutrients and make it available to plants as manure. In vermicomposting , earthworms are used which are considered to be friends of farmers . Earthworm eat organic matter and convert it into nutrients and make it available to plants as manure. Earthworm are added to biodegradable waste and it is kept moist and in shady place so that earthworm come to the bottom and manure is collected from the top. This manure is used in the college garden,kitchen garden and pots. This is economical and easy way to decompose the solid waste. Solid waste management is a vital and ongoing process in the college campus in which students of the hostel ,eco-club and bioscience participate. All the activities are done by the students of Eco Club, Botany and Geography Department.

E-waste Management

There is no regular practice of managing E-waste as ours is new college and no item is for write off. Only UPS batteries are replaced under buyback policy.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Being situated in the region with very extreme summers, we realize the importance of conservation and best utilization of water resources. Rain water harvesting is an important environment friendly approach. It involves direct collection and storage of the run off water for direct use in future. The college has rain water harvesting well to prevent water from going to waste during periods of rainfall. The different usage of harvested rain water can be for agriculture purposes like watering land , irrigation etc. We can use this harvested water for gardening and cleaning purposes. The harvesting well is well covered to prevent algal growth, breeding of mosquitos, entry of leaves, debris and other microbial contamination. The system has been developed in such a way that we can use the stored water for many days. It is observed that we are saving a lot of water due to storing and reusing rain water and cost of water is also saved. The accumulated rain water is also used for irrigation, for flushing toilets and for laboratory purposes. Water harvesting pits are strategically placed in the campus for replenishing ground water in the well even in the scorching summer.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:**Number of students provided Bus Pass from Haryana Roadways.**

Year	Number of Students
2014-15	439
2015-16	509
2016-17	632
2017-18	649
2018-19	766

Plastic Free Campus

Green Landscaping with trees and plants

The expeditious urbanization across the world had ushered the depleting state of state of environment. Government P.G College for women Sec-14 ,Panchkula being a leading institution for higher learning in Panchkula district has taken various institutions to encourage staff and students during the preceeding 5 years. The NSS community celebrates 'Van Mahotsav' and 'Har Ghar Haryali', where 200 students every year plant 5-6 saplings like Chekrashia, Gulabitun, Shisham, Molsari, Peepal, Ber, Guava, Gudel, Kener, Pomegranate, Amla, Lemon, etc. in association with Forest Department of Panchkula at college & Hostel premises. Till now the college community has planted around 100 trees with the help of more than 1000 volunteers.

In the session 7 day NSS camp was conducted with the theme 'Clean India-Green India' where the volunteers took a rally procession to spread awareness in society about the importance of 'Saving Water & Electricity'.

During the session 2017-2018, a lecture regarding 'Save Rivers' was organized on 11.09.2017 where students were motivated to vote for saving rivers by giving a missed call on the number 8000980009, a rally on the same issue was proceeded by NSS Volunteers in nearby areas of college.

SBSI 2018 (Swachh Bharat Summer Internship 2018):

11(Eleven) girl students were registered for SBSI 2018 and successfully completed 100 hours of their internship and submitted online report under the guidance of Nodal Officer Dr. KiranBala , NSS Co-ordinator of Unit II, Govt. College for Girls –NSS #93382.

Following students participated in SBSI 2018:

Name	Class	Roll No.	Village adopted	Team
(i)Pooja	B.ComIII	310	Kajiyana	Team
(ii)Aarti	Do-	319		
(iii)Deepika	Do-	318		
(iv)Renu Thakur	Do-	209		
Pallavi	B.ComII	95330018	RaipurRani	Individual
(i)Tanishka Jain	B.ComII	95330177	RaipurRani	Team
(ii)NishthaChauhan	Do-	95330196		
(iii)Usha				
(iv) Rekha	Do-	95330191		

(v)Vandana	Do-	95330021		
	Do-	95330192		
RinkuDhull	B.ComIII	5897204	Khetpurali	Individ
All Interns have completed 100 hours of their internship by 31th July 2018 and submitted their online report by 15th August 2018.				
Tree Plantation on 01.09.2018:				
Tree Plantation was organized by NSS Unit I &II on 01.09.18 by planting saplings of Ashoka, Pomegranate, BelPatra, Papaya, Lemon etc.in College premises and near hostel.				

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 18

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	03	06	07

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 16

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	03	04	03	04

File Description	Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 28

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	07	06	08	05

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes, the institution organizes national festivals and birth / death anniversaries of the great Indian personalities. Republic Day is celebrated on 26th January every year to commemorate the adoption of

constitution. Independence Day (15th August) is also celebrated with full spirit of Patriotism. On these worthy days, worthy principal hoisted Indian Flag in college premises followed by march of NCC cadets. These national festivals remind the students about the sacrifices and struggle for our great freedom fighters. Birth and Death Anniversary of great Indian personalities are also celebrated like Swami Vivekananda birthday, Gandhi Jayanti, and Sardar Vallabh Patel's Birthday. 2nd October, Mahatma Gandhi Birth Anniversary, a national festival is celebrated to recall and plug among the students the value of truth and non violence. 31st October, the birth anniversary of Sardar Patel is celebrated every year as national unity day (EKTA DIWAS). The college also celebrated the 100th birth anniversary of Swami Vivekanand. Different types of competitions were organized on that day.

The mission of all these programmes is to break the boundaries of religion and caste and to so in the young minds the spirit of patriotism and national integrity.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The vision, mission, and goals are clearly defined in our institution to ensure good governance, transparency and accountability. Ours is a cashless campus. All the fees are taken from students online, direct in bank. All purchases and payments are also done cashless.

- a) Admission process is online and purely on merit basis.
- b) Fully automated admission process.
- c) Parent teacher meetings are organized.
- d) Counseling sessions are organized to guide students.
- e) Transparency maintained with respect to fee structure.
- f) Feedbacks about college are taken from students.
- g) Periodic review meetings at various levels are conducted to ensure transparency, accountability, and measures : IQAC meeting, CR's meeting etc.
- h) As per KUK guidelines, one test and two assignments are conducted in every semester.
- I) Fair examination system is adopted.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Practice 1

Title of the practice - Health Awareness

Objectives of the Practice

To improve the quality of life through prevention and treatment of disease ,including mental health. Promoting awareness of community health issues and preventive action is a vital part of our foundation mission. It aims to promote the well being of the students and encourage healthy life styles ,prevent disease illness and injury,enable environment that support health and well being and to reduce personal , economic and social harm. These pro grammes help students in solving their health using their potential and to establish proper health behavior. The ultimate goal is to improve the health not only of the individual but for community also.

Context

The idea and concept of all these pro grammes is to make the people healthy and to create awareness about healthy life style which is the need of the hour. The students are made aware about their physical health and mental health and dietary needs. They have been further educated during various campaigns about a value based lifestyle for absolute physical and mental health. Certainly there are remarkable achievements in some dimensions of health as compared to the past. But the change of scenario is due to better living conditions and availability of some resources like safe drinking water, general awareness etc. But not due to change in human behavior. So with this burning desire and motto “ HEALTH FOR ALL” the college conducted different activities and pro grammes related to health issues every year. It is in this context that these awareness programmes are of great relevance.

The Practice

The college had conducted a number of health programmes in the last five years (2013-18) and is still on the same path :

2014-2015

In collaboration with Herbal Life, the college organized a health awareness camp on 20.08.2014. The expert nutritionist suggested the students to improve their muscle mass:fat ratio and other parameters of health through dietary modifications. The students were sensitized about need and importance of

maintaining ideal body weight by managing their diets. On 09.10.2014 ,Dr Deepti from Department of Biochemistry ,Panjab University , Chandigarh delivered extension lecture on “Cervical Cancer Among Female”. Dr Nupur from Advance Hospital,Baltana delivered a lecture on need of Youth Awareness for Health Issues. In the NSS camp of the college , some lectures by gynecologist and counselor from Family Planning Association of India,Pkl HIV/AIDS and lecture by Dr Vjita from Red Ribbon Sec 6 ,Pkl were also arranged.

2015-16

A sanitary napkin vending machine was installed in the college for students. It is highly beneficial for immediate access of napkins to meet the menstrual emergencies. A packet of three pads can be taken by inserting coin worth denomination of Rs 10/-. On Feb, 2016 Haryana state Aids control society conducted one day workshop on HIV/AIDS awareness by Dr. Vjita and director of HSACS and her team sensitized students on HIV/AIDS and provide IEC material to them.

2016-17

A health camp was organised in the college on Sept 6th and 7th 2016. Hb and Fat Analysis of nearly 500 students were done and students were provided required counselling. A yoga camp on the role of mudras for maintaining health was recognised on 03-11-2016. Dr. Y.K Arora and his team from All India Gaytri Parishad ,Panchkula demonstrated different mudras for maintaining health Dr. Chavi, President (UMEED, Charitable and Education Trust) delivered an extension lecture on Awareness of Cervical Cancer. On 12th January 2017 ,on the occasion of National Youth Day, an extension lecture on HIV/AIDS was delivered by the doctors from Haryana State Aids Control Society. A short film on HIV/AIDS was also shown to students. First Aid and Home nursing training were given to students by Dr. Ramesh Chaudhary and Madam Dhiman from 21st Sept -29th Sept 2016

2017-18

An extension lecture on Importance of yoga and meditation for youth was organized on 12.08.17 in coordination with Art of Living. Mrs. Sonia from FPAI on 06.09.2017 invited the college and counselled the students about reproductive health. Dr. Rita Kalra ,Civil Hospital sec 6 Pkl ,Dr. Shashi Jain and ,Dr Vibha Agarwal from IMA gave lecture on menstrual hygiene in which students took keen interest and asked a number of questions regarding their myths and doubts. M/s clear and healthy enterprises, Panchkula installed complimentary sanitary napkin vending machine in the girls hostel. On 18.08.2017 , there were extension lecture on Health problems among Youth in the college by President and GM of Family Planning Sec 4 Panchkula.

2018-19

Extension Lecture on Menstrual Hygiene by Dr. Rita Kalra, Civil Hospital-6, Panchkula, Dr. Shashi Jain, Dr. Vibha Aggarwal from IMA and Rotary gave lecture on Menstrual Hygiene. Students took keen interest and asked questions also. Sanitary napkins were distributed by them to 100 students.

Pink Month celebration to create awareness on the breast cancer, poster and slogan writing completion were held on 8th October 2018. About 50 students participated in each category.

National Deworming Day was celebrated by distributing deworming tablets to students upto 19 yrs. Principal

of the college, Dr.Anuradha Sharma started the campaign by distributing the tablets supplied by state health department. National Deworming Day (20.08.2018) was celebrated by distributing Albendazole tablets to the students below 19 years of age.

Health Camp was organised on 16.3.2019 in collaboration with Alchemist Hospital, Panchkula for students and staff. Basic parameters like Sugar, Blood Pressure and Eye sight were tested and were advised accordingly. Dr.Aparana, Gynaecologist delivered a talk on Reproductive health and Hygiene.

Bone Mineral Density of students and staff was tested on 9.3.2019 in collaboration with Blessings Hospital, Panchkula. Dr.Jyoti, Physiotherapist conducted a session on how to improve posture and demonstrated simple movements and exercises for the same.

Pledge for Life Campaign Anti Tobacco Activity held on 10.12.2018:

Almost all students enrolled in college took the **Pledge for life** on no use of Tobacco in the college premises.

Evidence of Success

- During the anemia prevention and control campaign , the students who were found anemic at the initial level were given IFA tablets and nutritional counseling and a follow up testing revealed that 83% of students have increased their HB above 10 and only 17% were still in the category of moderate anemia.
- In health awareness camp nearly 400 students got their health check up.
- Wellness evaluation that included weight ,BMI, visceral fat, body age , subcutaneous fat,skeletal muscle, was done for each subject using a machine.
- More than 200 students participated and resolved their queries in the lecture “Need of Youth awareness for Health Issues”
- Nearly 500 students were benefitted by question - answer session in the extension lecture on Awareness of cervical cancer.
- Around 200 students were benefitted from yoga camp on the role of Mudras.
- Nearly 125 students participated in an extension lecture on Importance of yoga and meditation.

Problems Encountered and Resources Required

All such health care programmes in the college are conducted in collaboration with various government and non government health care organizations. The fact of limitation is inherent in the human condition. Whether the health care programmes delivered in a private or public setting or even the mixture of both-the number of people who can deliver the care is always limited as compared to the number of targets. The need of all these health care programmes will always and necessarily exceed supply. The college also needs more funding to make such pro-programmes more successful.

Practice 2

Title – Social Awareness

Objectives of the Practice

Social awareness gives you the ability to improve your social skills for the betterment of a nation. The objective of these programmes are to educate the students of their rights and duties, benefits and facilities available through various government agencies and how to obtain them e.g opening a bank account, avail health insurance, get educational loans and use of RTI etc. These programmes create awareness by counselling youth to stop bad habits and by educating people on political reforms and how one should exercise his vote. One of the main objectives is also to inculcate the ideas of respecting other rights to promote community living and doing something for society. Students are also encouraged to save environment from degradation and to control pollution level.

Context

Social Awareness is defined as being aware of the problems that different societies and communities face on day to day basis and to be conscious of the difficulties and hardships of society strive to achieve this through interaction and education. Such programmes are the need of the hour so that our young citizen can better understand social and ethical norms for behaviour and recognize family, college and community resources and supports. The main stress is laid on to aware the students of their environment as well as being able to accurately interpret the emotions of people with whom they interact which will further help them in life. What we learn in our young life leaves an indelible impact on our lives. During this stage of our life, we form and reform views on the different aspects of life. Keeping all these things in view, all these programmes are organised in college.

The Practice

To achieve the set goals, a number of social awareness programmes were organised in the college here is a reference to all these programmes in the last five years.

2014-15

To create awareness regarding the importance of voting and role of youth in election the college organised various intercollege competition on 21.08.2014. A safety clinic on maintaining safety during the use of cooking gas was organised with Ashirwad Gas Service. The college organised a blood donation camp in the college on 20th August 2014. To unite students with environment, tree plantation was done on 30.09.2014. The college also organised cleanliness camp on 02.11.2014 to aware students about the need and importance.

2015-16

The college organised a number of intercollege competitions from 14.10.2015- 16-10.2015 to sensitize the students of their environment. 43 volunteers donated blood in the blood donation camp on 30.09.2015. A rally procession for making people aware about traffic rules took place on 20th Oct 2015. In collaboration with SBI, the college organised a declamation contest on "How to Make India Corruption Free". The college organised state level National Voter's Day on 25th Jan 2016. The college also organised E-Awareness Programme for senior citizens in digital learning. From 25th Sept 2016 to 7th Nov 2016 in collaboration with ATREE, 35 students of the college participated in the research project "fight against rabies".

2016-17

Van Mahotsava was celebrated on 17 Aug 2016, engaging the students in environment development activities. The college also celebrated Vigilance Awareness Week in order to aware students about corruption and its effects. Around 400 students participated in the disaster management training on 10th January 2017. On the same date, an extension lecture on cashless transaction was organised for the benefit of students. The college also organised blood donation camp on 06.03.2017.

2017-18

To aware the students about drug abuse, an extension lecture was organised on 16 sept, 2017. The college also organised a magic show on 12 sept, 2017. to contribute the money collected from it for the deaf/blind children funds. A blood donation camp was organised on 21st feb, 2018 to provided blood for the needy people.

2018-19

Workshop on Digital Shakti was organized on 27.7.18. National Commission for Women, under its initiative of Capacity Building of Women, collaborated for this workshop on Digital Literacy of Girls student. Data Security, Data Privacy, Cyber Laws, Telegraph, e-commerce issues were discussed in the workshop. Digital payment and its uses and Precaution needed were discussed at length nearly 150 students participated in this workshop by National Peace Foundation.

- Several apps like Durga Shakti, Swachh App were downloaded by the students. Step wise instructions and links were circulated in whatsapp group of students.
- She Walkathon- a 5 km walk from college in Yavnika, Sec 5, Panchkula was organized in collaboration with Health department, Haryana. The walkathon of 600 students and staff of college was flagged off from college by DGHS, Dr. Satish Aggarwal and Secy. Mrs. Amneet P Kaur. Students were provided pink T-shirts and refreshment by Health Department. At Yavnika students performed NukadNatak on Breast Cancer which was well appreciated. Punjab College of Internet Marketing, Panchkula sponsored transportation while coming back from Yavnika to College.
- Extension lectures on “Environmental Pollution and their harmful effects” and “Career in Environmental Protection ” were delivered by Dr. Pinky Jangra, from Haryana State Pollution Control Board, Panchkula on 23, Jan 2019. The programme was organized by Chemistry Dept. and 52 students from B.Sc. Med. and B.Sc. N.M stream participated in this.
- One day Camp was organized by NSS Unit I and II. All 200 NSS volunteers participated in it. They cleaned the college campus, parking area etc. They also painted the parking area in college with black and white paints for the proper spacing for car parking. Then they enjoyed the refreshment after that rally procession was taken with posters and charts made by them in nearby villages.
- Vigilance Awareness Week (29.10.18 to 03.11.18) NSS Volunteers participated in anti corruption oath taking ceremony by Dena Bank at Govt. P.G.College for Women , Sec.14 Panchkula.on 03/11/2018 on the theme “Eradicate Corruption –Build a new India.”

Evidence of Success

- The play on the burning issue” Honour Killing” received first prize in HMS Panchkula and was greatly appreciated by the audience.
- A Rally procession of 40 students went towards Sec-14 and Sec-11 to aware people regarding safety and traffic rules.
- 50 students donated blood for needed people in the Blood Donation Camp on 29th october 2013.
- The camp on the issue of cleanliness in slum areas was also covered in different newspapers.
- Nearly 125 students participated and sensitized in the safety clinic in collaboration with Ashirwad Gas.
- Around 40 volunteers donated blood in blood donation camp on 20th August 2014.
- A large number of students from all the colleges in the district participated with full zeal and enthusiasm in the intercollege competition under SVEEP on 14.10. 15 and 15.10.2015
- Nearly 100 students attended the declamation contest on “How to Make India Corruption Free”on 19.10.2015.
- Around 50 volunteers donated the blood in the blood donation camp on 21st Feb 2018.
- E-Learning programme for the senior citizens was a great success and covered widely by media.
- In “Fight against Rabies” our students were honoured by Dr. Abi Tamin Vanak,Associate Professor, center for BioDiversity and Conservation ATREE,Bangalore.

Problem Encountered and Resource Required

The main problem in all the social awareness is that here the target is not an individual but the whole society and in that scenario it is difficult to connect all the dots. More funds are required so that more practical trainings can be organized .Time constraints were also there as in E-awareness program for senior citizens. As ours is a girls college ,so these programmes area is restricted to a limited area. For this the college also requires good transport facility.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Within traditional education framework, the college also focuses on cultivating personal life skills in students such as self-reflection, self-discipline , critical thinking, artistry problem solving and interpersonal skills.It helps students to reach their full personal potentials and to prepare them for the challenges of everyday life. In this direction, the college organised a number of programmes every year.

2014-15

Placement cell of the college organised a training session of four days from 20th Jan to 23rd Jan 2015 that was focussed on personality development and skill development. WSDC organised a finishing school on personality development from 06-01-2015 to 16-01-2015 and personal grooming workshop from 08-09-2014 to 20-09-2014.

2015-16

On 01-09-2015 ,a talk on the topic “JIYO NO NEGATIVE LIFE” was organised by WSDC. The college also organised a finishing school on personality development from 12th to 24th october 2015 and a workshop on enterpreneurship under MSME on 21-01-2016. WSDC also organised a lecture on stress management and happiness on 03-02-2016. Students were also motivated to contribute towards the society development by different programmes organised by NSS.

2016-17

Instilling the feeling of patriotism in our student , an initiative was taken to send eighty rakhis prepared by students to 94.3 FM for the soliders at Kargil. An extension lecture on know your personality on 02-09-2016 and a two week finishing school on personality development from 14th sep 2016 were organised by WSDC. Four days dance and wellness workshop was also conducted in collaboration with Neo Fitness Club from 13th sept 2016 to 16 sept 2016.

2017-18

On 4th Nov 2017 NSS organised an extension lecture on “IMPORTANCE OF MORAL VALUES IN LIFE”. Placement cell of college organised a number of extension lectures focusing on life skill development as extension lecture on stress management(28-09-17) , lecture on how to enhance Job ans Technology skills on 09-02-2018 , and lecture on training to suit various needs of industry. WSDC of the college organised an extension lecture on Exploring hidden potential on 14-09-2017 . A workshop on personal grooming and etiquettes was organised from 15-09-2017 to 20-09-2017. One day workshop on essential life skills for success (19-09-2017) and an extension lecture on “Mind management through life skills based education” by team of Art of living , Panchkula on 19-02-2018 was also organised by WSDC of college.

Stress is laid on the maximum participation of the students in all the activities which further helped them to meet the challenges of everyday life. These helped them to built self confidence, become self aware and to develop the ability to self manage.

2018-19

Workshop on Motivational Skills : Self-motivation technique, meditation, life skill based education to enhance decision making capabilities were taught during the workshop by Mr. Vikas Jolly from Vidhyuta and Next Gen Wings, an N.G.O. The program focussed on instilling sense of co-operation, enhance their memory, decision making power, imagination and creativity. Nearly 100 students participated in workshop.

Finishing school on Personality Development :85 students attended two week finishing school on personality development from 12th September 2018. Mrs. Benu Rao from Mrs. Rao Academy, Panchkula taught them about confidence building skills, use of body language and soft skill building on the final day.

NukkadNataks were presented by the participating students and showcase the learnt skills.

1. Workshop on Power of Mind : One day workshop on “Power of Mind” was organized in coordination with a club “ Divine Foundation” for students on 22nd January 2019. 125 students attended the same. Mr. Abhishek Verma from Divine Foundation conducted the workshop and motivated the students to believe in themselves to achieve anything. A quiz was organized and the best answer prize was given to Mrs. Kajal, B.Sc.(H.Sc.) 3rd student. A plant of Arjun and Harar was planted by the students. They were encouraged to adopt plants for their upkeep.
2. Ultimate Happiness Program: Mr. Sunil Sharma conducted a session with 80 students on 15.04.2019 on how to generate Ultimate Happiness.
 - An aptitude test “Inquizitive Minds -2018” was organized from 9th Aug to 11th Aug 2018 in collaboration with Career Launcher Academy. It was the college level round in which around 350 students of final year of all the streams participated.

A 12 days workshop on Personality Development and General Aptitude was organized from 17th Sept. to 29th Sept. 2018 for final year students of all streams, in collaboration with Mind Tree Eduvation, Chandigarh.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

The increasing popularity of this premier institute of learning is established from the effect that each year there is a boost in the no. of students seeking admission in the college. Located in the heart of the city, our institute has served the need for higher education to female students not only from rural areas but also of other states. The college is providing a safe and comfortable environment in the girls hostels. Various field trips and adventure camps have been organized by the college under the guidance and financial assistance of Higher Education Department. The most important characteristics is “the total dedication for the students benefits.”

Concluding Remarks :

The college takes pride in empowering its girls students through value education by shaping their aspirations and long cherished dreams, thus enabling them to keep pace with rapidly changing times. We strive for excellence by ensuring a trinity of superlatives – the students the faculty and the infrastructure thus creating a Cogential and conducting environment to grow

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>02</td> <td>02</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>0</td> <td>0</td> <td>02</td> <td>02</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	00	02	02	01	01	2018-19	2017-18	2016-17	2015-16	2014-15	00	0	0	02	02
2018-19	2017-18	2016-17	2015-16	2014-15																	
00	02	02	01	01																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
00	0	0	02	02																	
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>342</td> <td>329</td> <td>308</td> <td>332</td> <td>328</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	342	329	308	332	328	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
342	329	308	332	328																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 59</p> <p>Answer after DVV Verification: 53</p> <p>Remark : 1)HEI input edited according to provided excel-sheet. 2) DVV required documents provide by HEI,hence given input is accepted.</p>																				
1.3.3	Percentage of students undertaking field projects / internships																				

1.3.3.1. Number of students undertaking field projects or internships

Answer before DVV Verification : 21

Answer after DVV Verification: 0

2.1.1 Average percentage of students from other States and Countries during the last five years

2.1.1.1. Number of students from other states and countries year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
38	110	97	33	81

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
81	33	97	110	38

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	3	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	0	1

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
07	04	03	03	07

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	0	0

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	03	01	05	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
9	2	0	2	1

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
01	07	01	02	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
30	22	24	13	23

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

30	11	24	13	23
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Remark : HEI input edited according to provided report .

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
26	20	25	07	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

Remark : 1) HEI provide Notice for field trip , Students list and also provide internship completion certificate which is not consider . 2) DVV asked Copy of linkage documents duly signed/mutually accepted by collaborating institutions indicating the specific activities . DVV required documents not provide by HEI. Hence input edited to zero.

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Answer before DVV Verification : Yes

Answer After DVV Verification: No

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
35	83	48	15	57

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : DVV asked documents not provide by HEI hence input edited to zero.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
07	05	00	00	00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	00	00	00

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

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) during the last five years.

5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
02	00	01	00	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	00	01	00	01

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	11	08	24	08

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	6	5	11	4

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	.46000	.40000	.32000	.20000

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0.46	0.40	0.32	0.21

Remark : HEI input edited according to provided documents.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
59	15	11	13	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
19	1	2	2	3

Remark : 1) HEI input edited because sports /culture(state/District level) activity not conducted by HEI. 2) Participation of such activity is not a quality initiative by IQAC. 3) DVV asked for specific activities report like sports, but according to provided documents by HEI related to same are not justify the input.

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

7.1.8	<p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 824 1046 958"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>.005</td> <td>0</td> <td>.009</td> <td>.020</td> <td>.023</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1037 1046 1171"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV asked documents not provide by HEI Hence input edited to zero.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	.005	0	.009	.020	.023	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
.005	0	.009	.020	.023																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) <p>Answer before DVV Verification : C. At least 4 of the above</p> <p>Answer After DVV Verification: D. At least 2 of the above</p> <p>Remark : 1)HEI input edited according to provided documents. 2) Scribes for examination document as a proof not provided. 3) Invoice of chair not available</p>																				

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations

NAAC