



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT COLLEGE
Name of the head of the Institution		NARESH KUMAR
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01250-242754
Mobile no.		7988851062
Registered Email		principalbaundkalan@gmail.com
Alternate Email		IQACBAUNDKALAN@GMAIL.COM
Address		GOVT COLLEGE BAUND KALAN CHARKHI DADRI
City/Town		BAUND KALAN
State/UT		Haryana
Pincode		127025
2. Institutional Status		

8. Provide the list
Bank/CPE of r...

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. SURENDER
Phone no/Alternate Phone no.	01250242754
Mobile no.	9416591849
Registered Email	principalbaundkalan@gmail.com
Alternate Email	drarchnakumari@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcbaundkalan.ac.in/images/16/MultipleFiles/File22326.pdf
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4. Whether Academic Calendar prepared during the year

No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	00	2003	29-Apr-2003	29-Apr-2008

6. Date of Establishment of IQAC

09-Aug-2010

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
HIGHER EDUCATION DEPARTMENT	LIBRARY	STATE GOVT	2018 365	150000
HIGHER EDUCATION DEPARTMENT	LAB AUGMENTATION	STATE GOVT	2018 365	150000
HIGHER EDUCATION DEPARTMENT	Placement Cell (honorarium)	STATE GOVT STATE GOVT	2018 365	40000
HIGHER EDUCATION DEPARTMENT	Placement Cell (Material and supply)	STATE GOVT	2018 365	48000
HIGHER EDUCATION DEPARTMENT	Cultural Activities	STATE GOVT	2018 365	30000
HIGHER EDUCATION DEPARTMENT	OTHER PERPOSE GRANT	STATE GOVT	2018 365	100000
HIGHER EDUCATION DEPARTMENT	Women Cell (Honorarium)	STATE GOVT	2018 365	45000
HIGHER EDUCATION DEPARTMENT	Women cell (other charges)	STATE GOVT	2018 365	62000
HIGHER EDUCATION DEPARTMENT	EARN WHILE YOU LEARN	STATE GOVT	2018 365	80000
HIGHER EDUCATION DEPARTMENT	OFFICE EXPENSES	STATE GOVT	2018 365	40000

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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	0
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Focus on the beautification of the college.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Incharges of different committees were motivated to utilize annual grant well in time for the benefits of students and for the betterment of the institution.	All grants were utilized in time
Teachers were encouraged to complete syllabus well in time.	The syllabus of all classes was completed in time and teachers used online mode such as zoom, google classroom etc. for better teaching. All grants were utilized in time The students participated in these activities throughout year. FDP, online webinars, workshops, were attended by staff members.
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14. Whether AQAR was placed before statutory body ?_

No

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

25-Dec-2018

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain In 500

words

Curriculum is planned & designed at the affiliating university level and is followed & implemented by the college according to the prescribed norms. In the beginning of academic session, various meetings of the different departments are held amongst faculty of the same in which the topics related to the syllabus are distributed to the teachers after consultation. Administrative staff provides a well-designed time table for each year/semester for UG Classes. Teachers deliver their lectures as per the allotted syllabus. Classes are held according to the schedule under the supervision of college administration. We have a library which has an access system for the students and teachers. Various newspapers/magazines/Journals (Arts and Commerce) are subscribed by our college. We are following the traditional method of teaching such as Chalk and black board method, class notes prepared by teachers, group discussion amongst the students, seminars & paper presentations by students related to prescribed curriculum. Required instrument facility is given to the students for their practical classes. Need based survey programs, field works and educational excursions are carried out by the departments & Trips & Tour Committee of the college. For encouraging research and knowledge enrichment, Seminars and Extension lectures by the experts are also arranged. Class tests, Subject assessment, assessment in practical classes, viva-voce, are done regularly for evaluating them. Doubt sessions based on requirement are also conducted. All the departments maintain their detailed record of the classes, assessments, project reports etc. College administration also keeps the record of the different activities of the college regarding teaching-learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environmental Studies	237
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Nil

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	PASS COURSE	242	356	240
BCom	PASS COURSE	80	48	28
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	683	0	21	0	21

2.3 – Teaching - Learning Process

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

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

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2.3.2 – Students mentoring
Number of ...

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

NA

Number of students enrolled in the institution	Number of fulltime teachers	Mentor; Mentee Ratio
683	21	1:33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	21	5	0	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	00	Nil	Nil

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2.5 – Evaluation Process and Reforms

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

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

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

The college rigorously adheres to university rules and procedures for internal assessment, ensuring transparency and fairness. Class-test schedules and assignment topics are communicated to students well in advance, allowing ample time for preparation. Teachers actively engage with students, providing academic support, materials, and valuable suggestions for improvement in assignments. Internal assessment marks are based on attendance, class-test performance, and assignment submissions. Results are displayed on department notice boards, with a provision for students to raise objections, subsequently resolved through a departmental mechanism. In case of dissatisfaction, re-evaluation by other department teachers is available, and the average of marks awarded is considered. Answer sheets are returned with instructions and suggestions, helping students understand their mistakes. The process contributes to a more accurate evaluation of students, fostering increased interest in learning and class attendance. The internal assessment system also motivates students to participate in cocurricular and extra-curricular activities, enhancing overall personality development. Seminar presentations, a key component of internal assessment, are scheduled, and evaluations are based on university criteria. The presentation committee maintains records, contributing to the academic success trajectory. This transparent and robust

internal assessment mechanism not only enhances students communication skills but also aligns with the broader goal of holistic education.

CRITERION III - R
3.1 - Resour-
3.1.1

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

Being an institute affiliated to CBLU Bhiwani, the college strictly adheres to the academic calendar prepared by the University. Concerned teachers inform the students regarding the curriculum plan and a proper schedule regarding admission, teaching days, vacations and examination schedule and efforts are made to complete the course curriculum within the stipulated time. The syllabus of all the classes is available to the students on the University website. Tentative schedule of practical and theory exams is also available. The college strictly adhere to the guidelines, rules and regulations of the affiliating university and the department of Higher Education Haryana. This includes time schedule in conducting Internal evaluation, cultural, literary, sports, women cell N.C.C., N.S.S. and legal literacy programs. The time table for all classes is displayed on the notice board in the beginning of academic session of each semester and students are apprised of the tentative academic and co-curricular activities calendar, process of enrolment and other necessary guidelines through orientation programs of newly admitted students in the beginning of academic session. Internal Evaluation is done on continuous basis in the institution through regularly held college council and staff meetings and proper guidance is imparted to all concerned for strict adherence to the calendar (curricular and co-curricular activities). Moreover, Internal Evaluation of students in each subject is carried out in each semester as per the schedule fixed by the affiliating University and the criterion laid down by the same. The record of both internal assessment awards and practical examination awards is uploaded on the university portal and hard copies of the same are sent to the result branch of the affiliating university within the prescribed time. Strict time adherence and absolute perfection is maintained at the college level in uploading of the internal assessment and practical awards.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	PASS COURSE	172	26	15.11
BCOM	BCom	PASS COURSE	30	7	23.33

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2.7 - Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

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

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	Nil	Nil	Nil	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	Nil	Nil	Nil	Nil	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sanskrit	1	Nil
National	Geography	1	Nil
International	History	1	Nil

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
Commerce	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	Nil	Nil	Nil	Nil	Nil	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	Nil	Nil	Nil	Nil	Nil	Nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	4	2
Presented papers	7	14	Nil	Nil

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
INTERNATIONAL YOUTH DAY	NSS	2	4
ROAD SAFETY WEEK	NSS	2	Nil
SEVEN DAY CAMP	NSS	2	Nil
SWACHHATA PAKHWADA	NSS	2	Nil

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	Nil	Nil	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	Nil	Nil	Nil	Nil

No file uploaded.

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	Nil	Nil	Nil

No file uploaded.

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

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	Nil	Nil

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4.48	3.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Others	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL SOFTWARE	Fully	2.0	2018

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practical cl
Computer cl
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4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	50	50	0	0	3	3	10	1
Added	0	0	0	0	0	0	0	0	0
Total	50	50	50	0	0	3	3	10	1

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2.95	2.19	2.22	2.18

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institution has adequate infrastructure and physical facilities for teaching - learning. Viz., Classrooms, laboratories, computing equipments etc. College put maximum efforts to make the teaching learning effective and efficient by providing adequate academic infrastructure. College is spread over 12 acres of serene Greenland. The exiting infrastructural facilities are utilised both for conducting theory and practical classes. College has 22 rooms. There are 14 classrooms for theory classes. All classrooms are well

furnished and well ventilated. Institution has 6 laboratories for practical classes. Laboratories are well equipped for carrying out curriculum-oriented practical classes. College has two ICT enabled computer labs for students. Computer lab has 50 computers and Printers, one Projector Set and speaker. Eduset Hall-The college has one Eduset Hall with the capacity of 160 persons. Library-the college has fully automatic using soul software version 3.0. Library provides Book bank facility where students can borrow the books. Common Room for Girls- college has separate common room for female students. Girls common room includes a Sanitary Vending Machine, Water Cooler, Washroom and Dustbin etc.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	Nil	Nil
Financial Support from Other Sources			
a) National	Miscellaneous Scholarships	257	3245400
b) International	NA	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
5-Day Art Craft Workshop	17/09/2018	60	Mrs. Komal
One Day Workshop on Self Defense Training	25/08/2018	80	Sh. Vikram Singh, Judo coach Bhim Stadium Bhiwani
5-Day Workshop on Self	21/01/2019	60	Sh. Vikram Singh, Judo coach Bhim Stadium Bhiwani
Extension Lecture on Cyber Security	14/01/2019	120	Smt. Archana Singh Parmar (Assistant Professor) Information and Technology T.I.T College, Bhiwani

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

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

5.3.2 - Activity bodies/cont

		examination	counseling activities		
Nil	0	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	0	Nil	Nil	Nil	Nil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NA	Nil	Nil
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Ist in All India University Championship	National	1	Nil	Nil	Vicky

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

Since the 2018-19 academic year, no elections for the student council body have been held due to the Haryana Government's decision to abolish the requirement for student council elections at all affiliated institutions and universities. However, during the election process, students who were chosen based on their own direct nominations and those who were nominated by additional CRs would be chosen for the positions of president, vice president, secretary, and joint-secretary. The colleges student council body consistently collaborates with the administration to ensure the welfare of its members and to foster a welcoming learning environment for both teachers and students. Its primary duty is to communicate the issues, difficulties, and opinions of the students to the principal and teaching staff so that their issues can be promptly resolved.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Principal of the college is the sole authority of decision making. But, all the members of staff also play significant role to participate in the decision making system of the college. There is a College Council and IQAC which are chaired by the Principal where senior members of the staff participate in the proceedings and important decisions in respect of staff, students and the college are taken. There are also different Associations and Cells such as Literary Society, Cultural Society, and Commerce Society and Women Cell, Placement Cell etc. in which teachers are In Charges or Nodal Officers who participate and take decisions during general meetings and conduct various activities. The Heads of Departments take decisions regarding academic innovations and other related activities in consultation with the members of the staff. One of the senior members of staff is appointed as Bursar. He is considered as an important member of decision making body. Under decentralization, the College is implementing the policy of delegating authority and providing operational autonomy to the various functionaries to work towards decentralized governance system. Teachers are given operational autonomy and representation. They are appointed as Conveners/Nodal Officers of various Committees/Cells to conduct various academic, co-curricular, and extra-curricular activities to showcase their abilities. The Annual Duty List is circulated in the beginning of the year for effective implementation of

curriculum and improvement in quality culture of the institute. There are 52 committee in which all the faculty members have their equal participation. In college various committee are constituted by principal as the beginning of the new session. Some of the major committees are there. 1) College Council 2) Internal Quality Assurance Cell 3) Legal Literacy Cell 4) Sports Board 5) Admission Committee 6) NSS 7) NCC Students are also given due consideration and representation for the smooth functioning of the college. They are appointed to play an active role as coordinators with the in charges of committees to conduct various co-curricular and extracurricular activities, social services etc. An identified team of students is also authorized to represent students' views, difficulties and concerns to be brought to the notice of Principal and teachers in a proper and systematic manner for timely redressal of their grievances. As far as participative management is concerned, the college is committed to promote a culture of participative management by involving the teachers and students in various activities and concerns. Most of the decisions in the college are taken in proper consultation with the faculty members, staff and after due consideration of the students. At strategic Level, the principal and staff members are involved in deciding the rules and regulations pertaining to admission, timetable, workload, discipline, students' grievances, counseling and their training, development and placement services etc. The staff meetings are conducted at regular intervals in which members meet, discuss, share their opinion and plan for the smooth and systematic conduct of various programs and events.

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical-Infrastructure / Instrumentation	<p>The Institution has adequate infrastructure and physical facilities for teaching - learning. Viz., Classrooms, laboratories, computing equipments etc. College put maximum efforts to make the teaching learning effective and efficient by providing adequate academic infrastructure. College is spread over 12 acres 12 acres of serene Greenland. The exiting infrastructural facilities are utilised both for conducting theory and practical classes. College has 22 rooms. There are 14 classrooms for theory classes. All classrooms are well furnished and well ventilated. Institution has 6 laboratories for practical classes. Laboratories are well equipped for carrying out curriculum-oriented practical classes. College has two ICT enabled computer labs for students. Computer lab has 50 computers and Printers, one Projector Set and speaker. Eduset Hall-The college has one Eduset Hall with the capacity of 160 persons. Library-the college has fully automatic using soul</p>

software version 3.0. Library provides Book bank facility where students can borrow the books. Common Room for Girls- college has separate common room for female students. Girls common room includes a Sanitary Vending Machine, Water Cooler, Washroom and Dustbin etc.

Human Resource Management

Ministerial Staff of the college maintains the employee records.

Admission of Students

As per the DGHE Haryana norms for the admission process of the students.

Curriculum Development

Curriculum is planned designed at the affiliating university level and is followed implemented by the college according to the prescribed norms. In the beginning of academic session, various meetings of the different departments are held amongst faculty of the same in which the topics related to the syllabus are distributed to the teachers after consultation.

Teaching and Learning

We are following the traditional method of teaching such as Chalk and black board method, class notes prepared by teachers, group discussion amongst the students, seminars paper presentations by students related to prescribed curriculum. Required instrument facility is given to the students for their practical classes. Need based survey programs, field works and educational excursions are carried out by the departments Trips Tour Committee of the COLLEGE. Teachers deliver their lectures as per the allotted syllabus. Classes are held according to the schedule under the supervision of college administration. Class tests, Subject assessment, assessment in practical classes, viva-voce, are done regularly for evaluating them. Doubt sessions based on requirement are also conducted. All the departments maintain their detailed record of the classes, assessments, project reports etc.

Examination and Evaluation

College follow the concerned affiliating university examination and evaluation norms.

Research and Development

For encouraging research and knowledge enrichment, Seminars and Extension lectures by the experts are also arranged. College staff members also delivered extension lecture in other college.

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

E-governance area	Details
<p>Administration</p>	<p>The E-governance System is functional in the college through the system developed by the Department of Higher Education, Haryana as well as by the College Administration. The Department of Higher Education, Haryana issues notices and circulars through online portal, in Google sheets and through emails etc. and the College complies with all the instructions through email and other electronic means. In addition to it, the college tries its best to keep in touch with latest electronic tools of administration such as Biometric Attendance System, Wi-Fi facilities, installation of CCTV Cameras in various strategic locations in the campus.</p>
<p>Finance and Accounts</p>	<p>The College collects the entire fee and funds from the students through online system of Higher Education, Haryana and uses the software of e-treasuries, Haryana for billing of salary and utilization of various grants sanctioned for the purpose of maintenance, augmentation of infrastructure and other facilities. The college is also registered as a buyer on Government Electronic Market (GeM) to procure various articles/goods for development purposes. The college conducts regular audit of Annual Books of Accounts. The administrative office keeps all financial records separately as per the events and transactions made. The administrative office maintains the Books of Accounts properly which helps in auditing procedure</p>
<p>Student Admission and Support</p>	<p>The most important key factor of the college is the transparent students admission system. The admission process is made through Online System of Higher Education, Haryana purely on merit basis and college also coordinates in this process by updating the sanctioned intake, course combinations and fee structure of all the programmes. The Scholarships are offered to deserving and needy students to encourage them to take up higher education. This incentive falls in line with the motto of Higher Education Department of the state. The College also entertains the</p>

claim of such students and puts them for further process through online system and gets the amount sanctioned.

As the amount of scholarship is sanctioned, the same is disbursed through RTGS/NEFT in the respective accounts of the beneficiaries without any delay. It is also pertinent to mention here that College has extended helping counters, free of cost, for filling utility forms, Admission forms, Examination form as well as Scholarship Forms.

Examination

The College has a separate Examination Department equipped with ITC tools necessary for examination purposes. As per the requirement of University, all the Registration Returns, Continuous Returns of the students and examination forms are filled through the web portal of concerned university. In addition to it, all the internal assessment and practical awards are also uploaded through web portal of the concerned university. During the examinations, admit cards and confidential lists of the students are uploaded by the university on its web portal with college login ID and the examination department downloads, takes the printout of the same and issues Admit Cards to students, and confidential lists to the respective center superintendents.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	Nill	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NA	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	10/08/2018	31/08/2018	21
Orientation - Program	1	27/05/2019	15/06/2019	21
Orientation Program	2	22/06/2019	12/07/2019	21
Refresher Course	1	25/05/2019	01/06/2019	7
Short Term Course	1	15/11/2018	05/12/2018	21
Short Term Training Course	1	18/06/2019	22/06/2019	5

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	25	9	17

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Leaves provided for different purposes to cope up with Social and Personal aspect are Casual Leave, Duty Leave, Child Care Leave, Maternity/Paternity Leave, Special Leave for Blood Donor, Earned Leave, Earned Leave in lieu of work done in holidays/vacations, Extra ordinary Leave, Study Leave for Higher Education etc. 2. Provident Fund- Two schemes are prevalent in this head: • General Provident Fund for the employees who joined service up to 31.12.2005. • New Pension Scheme for the employees who joined service w.e.f 01.01.2006.</p>	<p>1. Leaves provided for different purposes to cope up with Social and Personal aspects are Casual Leave, Duty Leave, Child Care Leave, Maternity/Paternity Leave, Special Leave for Blood Donor, Earned Leave, Extra ordinary Leave. 2. Provident Fund- Two schemes are prevalent in this head: • General Provident Fund for the employees who joined service up to 31.12.2005. • New Pension Scheme for the employees who joined service w.e.f. 01.01.2006. 3. Annual Increments and promotional benefits are given as per policy. 4. Financial aid is also</p>	<p>Various Scholarship Schemes are provided by the State and Central Govt.</p>

3. Annual Increments are given as per policy. 4. Financial aid is also granted as Advance Loan, HBA, Marriage Loan, and Car Loan. 5. Career Advancement Scheme. 6. Medical Reimbursement facility is available for staff under the guidelines of Haryana Government 7. Education allowance is also provided as per the rules of Haryana Govt. 8. Retirement Benefits- Pension, Family Pension, Gratuity, Leave Encashment. 9. GIS (Group Insurance Scheme) is available to support in the unfavorable circumstances. 10. Healthy and hygienic work environment. 11. Library and Computer Facility.

granted as Advance Loan, HBA, Marriage Loan, Car Loan, Wheat Loan and Festival Loan for Class IV employees. 5. Medical Reimbursement facility is available for staff under the guidelines of Haryana Government 6. Children Education allowance is also provided as per the rules of Haryana Govt. 7. Retirement Benefits- Pension, Family Pension, Gratuity, Leave Encashment. 8. GIS (Group Insurance Scheme) to support in the unfavorable circumstances. 9. Healthy and hygienic work environment. 10. Yoga and Meditation Programme for mental balance. 11. Workshops to update non-teaching staff with new amendments in pension rules, leave rules, pay revision rules and Medical Rules etc. The college always comes forward to implement and provide the welfare schemes as and when they are launched by the government for teaching and non-teaching staff from time to time.

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: Pre- Audit of the college is done at the level of the college Bursar. The Bursar checks and verifies all vouchers of transactions with reference to sanctioned budget and availability of the funds of the college. The convener of purchase committee along with the Bursar of the college keeps a strict vigilance on the process of purchase. The internal audit is done by the auditor from Department of Higher Education Haryana. The schedule of audit is intimated to the college and college provides all the record to the audit team for their ready-reference, if there is any objection that is timely complied with by the college. In addition to this, Stock Verification Committees are appointed by the principal at the end of each financial year to check and verify the available stock. Furthermore, the committee recommends the stock items to be written off, if found non-operational. The Cash Books are prepared by the office staff regularly and get verified by the Bursar and counter signed by the principal. **External Audit:** The external audits of the institution are conducted regularly as per the state Govt. instructions. The audit team of Accountant General Haryana conducts periodical audits the record

of funds provided by the state Government. After the conduct of audit, Chief Accounts Officer, Govt. of Haryana, releases the audit report. Financial Audit includes: Funds received from government agencies like Social Welfare Departments towards SC, ST, OBC and other minority scholarships are audited. Funding towards Placement Cell, Women Cell, Earn While You Learn, Lab Up-gradation, Material and Supply and Office Expenses (O/E), conduct of Seminars, Conferences, and Workshops are audited, and utilization certificate is submitted. The college collects fees from the students under various Heads like Amalgamated Fund, University Fund, Red Cross Fund, Radha Krishnan Fund, Abdul Kalam Fund, Sports Fund, Development Fund, Library Fee, Electricity Charges, NSS/ NCC fee etc. Cash-Books and Stock Registers are maintained for different funds separately. The audit of the student's funds is done by the Local Audit Haryana. The expenditure bills of all the Govt. Grants is submitted to treasury and the amount is transferred through RTGS/ NEFT to the vendors bank account. Internal and external audits' documents are available with the Bursar's office for perusal and verification. Further the grant received from the UGC is utilized as per norms and get audited. The audited statements are sent to UGC to settle the accounts. The funds expenditure of UGC is also audited every year. Apart from it, there is a provision for external Audit in which an audit team from the Department of Higher Education visits the college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

NA

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

NA

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

NA

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	NA	Nil	Nil	Nil	Nil
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	1
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
na	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Poetry Competition	15/09/2018	15/09/2018	Nil
150th Birth Anniversary of	01/10/2018	01/10/2018	Nil

Mahatma Gandhi ji			
History Lecture	26/09/2018	26/09/2018	Nil
Art and Craft Workshop	17/09/2018	21/09/2018	Nil
Sanskrit Saptah	23/08/2018	30/08/2018	Nil
Hindi Divas	14/09/2018	14/09/2018	Nil
Partibha Khoj	14/09/2018	14/09/2018	Nil
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Two NSS one day camps were organized on 02-09-2018 and 27-03-20219 respectively under the concerned convener and in the presence of Principal. Focus of these camps were on the cleanliness of the classes, library, laboratories etc to make campus clean and green. Another initiative was Swachhta Pakhwada from 01-08-2018 to 15-08-2018 to promote cleanliness.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. "Special focus on social values and girl students" The distinctiveness of institution is all round development of students. The institution organises all socio- cultural functions of personality development like (Quiz, debate, declamation) educational activities, (Dance, Songs, Drama, poem, etc.) cultural activities, various memorable days are also celebrated by institution which enhances social coherence as well as communal harmony among students and also spread awareness about our socio-cultural traditional values. Seminar and workshops related to career orientation are organized by arranging the special extension lectures. Extension lectures on various social issues for moral development are organised every year. Programs such as women day, Republic Day, Independence day, run for unity etc. are organized for national integrity. Functions such as Swachta Pakhwara, NSS seven days camp are organized for the welfare of students. The women cell organizes special sessions for girl students related to mehndi art, beauty parlor training, etc. Similarly many job oriented sessions are organized by the placement cell of the college. Safety of girl students is a top priority in our college. Nowadays, safe and supportive campus community is both an obligation and challenge for college administrators and students. A disciplinary committee also looks after the matters related to the safety of the students. It is a common phenomenon that the most of the out station students enrolling for different courses come out of their homes and college for the first time in their life. Therefore college has special focus on this issue related to girl's safety and security.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Higher education has been a vital component of bringing change in a society and a nation. The researchers have alarmed many times regarding environmental challenges due to rapid growth of HEIs. The vision of higher education is to make a knowledge based community by fueling its landscape to respond to both local and global challenges and also to create a culture of quality and

excellence at an individual and institutional level in all aspects of higher Education. Our college has now become an ideal example in the field of academic excellences for the peripheral institutions. In addition to this the institute has completed 25 years of its glorious accomplishments by providing various academic opportunities to the people of neighboring villages. The policy of environment conservation is the commitment of an organization to the laws, regulations and other policy mechanisms concerning environmental issues. Our college has distinctive campus with a range of flora in it. The college is well known for its continuous efforts to maintain the campus environment distinctive and lush green. There are number of trees and plants in the campus. The inclusion of medicinal plants at college campus i.e. Tulsi, Neem, Aloe vera, Giloy, and other plants like Ashoka, Jamun, Lemon, Sheesam, etc. makes the atmosphere lively at campus. The college authorities ensure that the practices followed in the campus are healthy and environment friendly. To formulate the idea of green campus, a college level 'Campus Beautification and Eco Club Committee' has also been formed. The committee looks after the cleanliness, plants, trees, Water Supply etc. Our College organises regular drives of tree plantation with a wide variety of trees to make campus green. NSS Camps have also focused on cleaning the campus, and also maintain hygiene in the premises. There are ornamentally diverse plants like Banyan tree, Neem, Pipal, Rose Marigold, etc. in the lawns. The waste water from drinking taps is used for irrigation of plants. The college keeps on organising poster making and slogan writing competitions and other events to raise awareness among students and they are sensitized for saving water and electricity and are discouraged to use plastics. Two dedicated labs with internet facility are devoted to students use. There is a ban on the plastic file covers, plastic bottles, polyethene bags to promote and bringing a healthy environment in the campus. To aware the local residents and passers-by of nearby areas about the environment protection our college also took initiative in the plogging activity in which staff and students picked up trash and plastic bags. Our college faculty and students have responsibly engaged with people and community. Time to time villagers is consulted for development plans of the college. It lives up to the vision and mission of the institution and stood the test of time. The college has continuously upgraded its facilities and infrastructure to respond to the changing pedagogic scenario. The College makes all the necessary efforts to involve the students, faculty and staff in "Green Campus Initiatives" by designating the volunteers.

Provide the weblink of the institution

8. Future Plans of Actions for Next Academic Year

Introduction of Placement-Centric Subjects: The college introduces subjects with a focus on enhancing students employability and preparing them for placements in relevant industries. These subjects are carefully chosen to align with current market trends and job demands, ensuring that students are well-equipped for future career opportunities. **Continuation of Spoken English Courses:** The college maintains its commitment to providing spoken English courses, recognizing the importance of English language proficiency in today's globalized world. These courses aim to improve students communication skills, thereby enhancing their employability and overall academic performance. **Guidance for Self-Employment Programs:** The college provides guidance and support to students interested in pursuing self-employment opportunities. Through workshops, mentorship programs, and networking events, students are equipped with the necessary skills and knowledge to start their own ventures and become successful entrepreneurs. **Women Empowerment Programs in Collaboration with Self-Help Groups and Local Artisans:** The college collaborates with self-help groups and local artisans to organize empowerment programs for women. These programs aim to provide skill development

training, entrepreneurship opportunities, and financial literacy workshops, empowering women to become self-reliant and economically independent contributors to society.

Madhy
22/04/2024

Rehaan
Principal
Govt. College
Baund Kalan (Ch. Distt)
22/04/2024