



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVERNMENT COLLEGE
Name of the head of the Institution	ANJU LOHAN
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01250242754
Mobile no.	7988851062
Registered Email	principalbaundkalan@gmail.com
Alternate Email	drarchnakumari@gmail.com
Address	NEAR BSNL EXCHANGE MAIN DADRI ROAD
City/Town	BAUND KALAN
State/UT	Haryana
Pincode	127025
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. ARCHANA KUMARI
Phone no/Alternate Phone no.	01250242754
Mobile no.	9671503751
Registered Email	drarchnakumari@gmail.com
Alternate Email	iqacbaundkalan@gmail.com

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3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcbaundkalan.ac.in/images/16/MultipleFiles/File22327.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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d_special_status)}}}

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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	OFFICE EXPENSES	STATE GOVT	2019 365	169000
HIGHER EDUCATION DEPARTMENT	Sports	STATE GOVT	2019 365	100000
HIGHER EDUCATION DEPARTMENT	Placement Cell (honorarium)	STATE GOVT STATE GOVT	2019 365	40000
HIGHER EDUCATION DEPARTMENT	Placement Cell (Material and supply)	STATE GOVT	2019 365	30000
HIGHER EDUCATION DEPARTMENT	Cultural Activities	STATE GOVT	2019 365	30000
HIGHER EDUCATION DEPARTMENT	Electricity	STATE GOVT	2019 365	200000
HIGHER EDUCATION DEPARTMENT	Women Cell (Honorarium)	STATE GOVT	2019 365	60000
HIGHER EDUCATION DEPARTMENT	Women cell (other charges)	STATE GOVT	2019 365	53000
HIGHER EDUCATION DEPARTMENT	Laboratory Augmentation Grant	STATE GOVT	2019 365	150000
HIGHER EDUCATION DEPARTMENT	TOURS GRANTS	STATE GOVT	2019 365	70000
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

4

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 Green Audit.

Focus on the beautification of the college.

Feedback analysis from various stakeholders such as students, teachers etc.

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

Plan of Action	Achivements/Outcomes
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.
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
Proposal was made to prepare and strictly followed the academic calender	Institution was sucessful in implementing the same.
Discussion was made on receiving feedback from students, Teachers,Alumni and Parents	Feedback was collected from various stakeholders.
Focus on beautification of the college	By adopting various measures this target was achieved.
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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	2020
Date of Submission	18-Mar-2020
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
00	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
BCom	PASS COURSE	26/07/2019

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	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	238
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	
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	379	238
BCom	PASS COURSE	80	54	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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2019	612	0	24	0	Nill

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

Government College, Baund Kalan, Prepared Mentor Mentee groups every year. All the Teaching staff members of the institute are made mentor. All the students of the Institute are divided in to groups. A Mentor appointed on each Mentee group. Mentor-Mentee group period is organized on second and fourth Saturday of every month. A Mentor appointed among all the students in their respective class and group and also taught the role and responsibilities of mentors. So that mentor of each group play an important role between teachers and students and make healthy instruction of problem solving and provide the instructions given smoothly. Importance of mentor mentee group will create a very healthy environment for day to day college activities like cultural festivals, sports meet home examinations, class text, developing special hobbies among students and any new adventure arise during session. Each Mentor maintains the record of all the students in his Mentee group. Each Mentor communicates with his students. Takes information about their problems and gives advice to the legislator to solve those problems. Each mentor serves to inform the students about their career. Every information related to brightening there a future is made available to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
612	23	1 : 27

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
25	24	1	7	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	Nill
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2.5 – Evaluation Process and Reforms

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

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

			end examination	end/ year- end examination
BA	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.

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	135	91	67.40
B.COM	BCom	PASS COURSE	26	24	92.30

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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
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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

	collaborating agency	participated in such activities	participated in such activities
RALLY ON FIT INDIA MOVEMENT	NSS	2	120
POSHAN ABHIYAN MONTH	NSS	2	110
SWACHHTA HI SEWA CAMPAIGN	NSS	2	80
RALLY ON AWARENESS AGAINST CROP RESIDUE BURNING	NSS	2	210
SEVEN DAY NIGHT CAMP	NSS	2	100
First Aid Home Nursing	Youth Redcross	Nil	Nil
Road Safty Week	Youth Redcross	Nil	Nil
Awareness about Corona Virus	Youth Redcross	Nil	Nil
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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	Duration From	Duration To	Participant

								h (MBPS/ GBPS)	
Existing	55	51	56	0	0	3	1	10	1
Added	0	0	0	0	0	0	0	0	0
Total	55	51	56	0	0	3	1	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
NA	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
3.2	2.85	5.22	3.24

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)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. :- The college has many physical facilities including Principal Office, Classrooms, Laboratories (Defense Lab, Psychology Lab, Geography Lab, Computer Lab 2), Edusat Hall, Women Cell/N.S.S. Room, Staff rooms, play Grounds, Water Cooler, Generator Set and Invertors etc. for all round development of the students. Govt. College Baund Kalan follows a systematic procedure for maintaining and utilizing the available physical infrastructure. The Department of Higher Education allocate the various grants for the maintenance of the physical and academic infrastructure. At the time of Admission University and State Government takes charges from the student for all facilities as per norms of governments. At the beginning of the session the college constitute several committees to utilizes various grants as per norms of the Department of Higher Education and University. Furniture and equipments are purchased on regular basis as per the requirements with purchase committee consisting of the Principal, Bursar and faculty members. All the committee members keep a vigilant eye on the quality of maintenance of all articles. Different entities as R.O. (Water), Generator Set Invertors instruments in labs are got serviced regularly by the private vendors. All the details of physical infrastructure are maintained in Stock Registers. At the end of the session college appoint committees of staff members to verify all the articles in the Stock Registers.

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	222	2770600
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
5-Day Workshop on Self Defense Training	27/01/2020	60	Mr. Mahesh Kumar, Judo Coach, Black Belt
Extension Lecture on Personality Development	25/01/2020	100	Dr. Surendra Kumar, Assistant Professor, Department of Hindi, M.N.S Govt. College, Bhiwani
7-Day Workshop on Beauty Tips	13/11/2019	60	Mrs. Jyoti, Jyoti beauty parlour Baund
Extension Lecture on Hygiene for Women	27/09/2019	120	Mrs. Bala, Adolescent Health Counselor, CHC, Baund Kalan, Charkhi Dadri
View File			

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

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

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
NA	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
2020	1	B.A	Nil	NA	M.S.C. Maths
2020	2	B.A	Nil	NA	B.ed
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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
No Data Entered/Not Applicable !!!		
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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold In Khelo India	National	1	Nil	Nil	Nil
2019	IIIrd in All India University Championship	National	1	Nil	Nil	Nil
View File						

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

Students representation is must in any education institution they should be active members in various activities conducted in the college. They should actively participate in cultural activities, sports, tours etc. . apart from

this they should be actively participated in the administrative and supporting activities of the college. Our college also has student representation as a member in the Internal Quality Assurance Cell (IQAC).

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 44 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
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.
Library, ICT and Physical Infrastructure / Instrumentation	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 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.

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

E-governance area	Details
Planning and Development	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.

Finance and Accounts

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

Student Admission and Support

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 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

Examination

Forms.

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
No file uploaded.				

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program	3	04/06/2020	01/07/2020	28

Refresher Course				
	1	06/11/2019	20/11/2019	15
FDP	1	29/06/2020	30/06/2020	2
FDP	1	23/12/2019	29/12/2019	7
FDP	1	27/04/2020	01/05/2020	5
FDP	1	26/06/2020	27/06/2020	2
FDP	1	18/05/2020	22/05/2020	5
FDP	1	03/07/2020	04/07/2020	2

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	26	9	15

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. 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</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 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.</p>	<p>Various Scholarship Schemes are provided by the State and Central Govt.</p>

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.

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: As we talk about the external audit of any institution, it is conducted regularly by the state Govt. instructions. Accountant general Haryana periodically conducts the audits of the records of funds provided by State Govt. After this, 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). The college collects fees from the students under various Heads like Amalgamated Fund, University Fund, Red Cross Fund, Sports Fund, Development Fund, Library Fee, Electricity Charges, NSS fee etc.
- Cash-Books and Stock registers are maintained for different fund Separately. The expenditure bills of all Govt. Grants are submitted to treasury. The grants received from the UGC is utilized as per norms and then it gets audited. In the college, pre internal and external audit is not conducted.

Only post audit is done by the DGHE. Post audit of financial period from April 2013 to Sept 2019 was done from 22/10/2019 to 25/10/2019. After completion of audit, five audit para's were given by the auditors, which were resolved except one by the college by sending a reply in an noted form to Auditor General, Chandigarh, Haryana by memo.no GCBK2019/1706 Dated 31/12/2019. Now only one para is pending till this date and efforts are being done to resolve this para by communicating to Dupty Commissioner, Charkhi Dadri. As the college have not received instructions and guidance from DC, Ch. Dadri, so this para has not yet been resolved. As the instructions are received, this matter will be sorted out and will be informed to DGHE.

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
NA	Nil	Nil
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	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
Workshop on beauty tips for seven days	13/11/2019	20/11/2019	Nil	Nil
Decoration Competition	18/10/2019	18/10/2020	Nil	Nil
Lecture on Hygiene for women	27/09/2019	27/09/2019	Nil	Nil
Extension lecture on gender sensitization	18/01/2020	18/01/2020	Nil	Nil
Best out of Waste, Rangoli, Cooking without fire	19/10/2019	19/10/2019	Nil	Nil
Mehndi Competition	16/10/2019	16/10/2019	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
Ramp/Rails	Yes	Nil
Scribes for examination	Yes	1
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 !!!							

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

Title	Date of publication	Follow up(max 100 words)

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
BASANT UTSAV	06/02/2020	07/02/2020	115
BEST OUT OF WASTE	28/09/2019	28/09/2019	Nil
POETRY RECITATION	28/09/2019	28/09/2019	4
QUIZ COMPETITION	05/10/2019	05/10/2019	15
PAINTING COMPETITION	05/10/2019	05/10/2019	5
DANCE COMPETITION	28/09/2019	28/09/2019	Nil
Rally Organized on Fit India Movenent	18/01/2020	18/01/2020	120
Awareness about COVID 19	19/02/2020	19/02/2020	Nil
Sadak Suraksha Saptah	11/01/2020	17/01/2020	Nil
First Aid Home Nursing	17/08/2019	17/08/2019	Nil

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

NSS unit of the college organized: Savachata hi Seva Campaign from 11-09-2019 to 02-10-2019. This Campaign focuses on the cleanliness of the campus and surroundings it also focuses on the ban on the use of plastic as its use is hazardous for the environment. 80 NSS volunteers participated in the same.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: Promoting Gender Sensitization: A Comprehensive Report Objectives of the Practice • To impart in students of all genders a feeling of fairness, equality, accountability, and respect for one another. • To raise awareness of equality in the legal system, the social structure, and democratic processes. The background In terms of safety and gender equality, our college is proud to be among the most secure and highly informed institutions (HEI) in the district. The proportion of male to female employees and pupils also speaks eloquently about the validity of our claims. Ending discrimination against women and giving everyone equitable access to jobs and education are essential components of sustainable development. Women and men are often treated differently and unequally in the workplace, at home, and in society. There is prejudice against women in all spheres of life and across society. The goal of gender sensitization is to increase gender awareness and modify behavior in order to make staff and students more gender sensitive. This may be accomplished by running different awareness campaigns, seminars, trainings, programmes, contests, and events, among other things, with the goal of creating a peaceful and productive atmosphere where all students can flourish academically, emotionally, physically, and cognitively while respecting ethics and values. It is imperative to alter their gender-perspective and provide a secure atmosphere. The Practice The college features a vibrant and well-equipped Women Development Cell that uses a variety of awareness-raising activities, contests, lectures, and courses to address various gender-related

issues. The State Government provides financial support to the Cell through the Women Cell Grant. Women Cell also considers the safety issues and other unique needs of the female students, and it is always ready to provide support and guidance to them. The college provides amenities for female students, such as a common room, designated restrooms for females, water coolers, parking spaces, recreational equipment and amenities in the girls area, vending machines for sanitary pads, and incinerators, among other things. Regular services include health examinations and advice on diet, cleanliness, and general well-being, all under the direction of licensed medical professionals. Furthermore, the College has an Internal Complaints Committee in accordance with the UGC norms to address any concerns regarding sexual harassment of female employees and girls at work. For the girls, the Women Development Cell hosts unique training on self-defense as well as yoga and aerobic sessions. Girls are encouraged to join the Colleges NCC and NSS wings because it helps them become more self-assured and enhance their leadership skills. Additionally, extra efforts are undertaken to acquaint children with their constitutional rights and protections through the Legal Literacy Cell. Additionally, special skill development seminars are organized and planned for the general growth and empowerment of the colleges female students. College draws inspiration from government programmes such as Beti Bachao Beti Padho. Every committee in the institution regularly organizes events to raise awareness of this problem among our students. Evidence of Success The notion that both male and female behavior is acceptable is supported by our cultural values. This covers a range of socialization facilitators, such as parents, educators, the media, etc. The colleges Women Cell and Legal Literacy Cell host advocacy talks on gender problems. Our students learn a lot from these professors, who also help to make them more accepting of people of all genders. In addition to receiving proof from their professors that treat each student equally, students are counseled to treat their classmates equally. Teachers at colleges closely observe their students to keep an eye on their behavior. Deeply ingrained gender and social roles can change over time, despite the fact that societal ideals and conventions are dynamic. We can also attest to the fact that gender roles are dynamic. They vary according to historical eras, cultures, and societies. The responsibility of the government in dispelling gender stereotypes is to lead the way through policies and initiatives. They persuade individuals to consider their own attitudes and ideas as well as the reality of both sexes. This is a triumph for gender parity. Problems encountered and Resources Required When we attempt to challenge stereotypes about roles that are socially and culturally formed, we face challenges. First and foremost, women defend their imposed roles and oppressed status. They are hesitant to take charge of their own agency while making important life decisions. Since they have internalised their positions, it is exceedingly challenging to get them to look past the power play and patriarchal forces mechanism. Therefore, breaking down their mental barriers and altering their psychology will be the most difficult task. The intimidating patriarchal forces and structure of our society prevent female staff and students from airing their grievances in public because they are the victims and their honour and reputation are at risk, despite our colleges best efforts to maintain a gender balance and provide a safe and secure environment for them. When someone asserts oneself, they can face a huge and embarrassing response. As a result, they are unable to register their grievances and have their voice heard. In order to guarantee women and girls of just and prompt justice upholding their dignity and social standing, we require an open, efficient, and reliable legal system. Unquestionably, financial investments and mental training are needed for this. Gender studies should be taught in college as a required topic and should be introduced at the elementary school level. Social rewards should be given to gender champions. There should be more workshops, training sessions, and programmes planned. Psychological counseling and interactive meetings with subject matter experts should be extended to

staff and students. In order for the staff and students to better understand the victims and become more sensitive, it could also be a good idea to allow the victims of gender-based crimes to share their stories with them. It would also be essential for the sensitization of both genders to visit rehabilitation shelters and centers. Sensitizing students and employees to gender crimes would also need spreading government-published publications on the subject. Therefore, in order to achieve the intended degree of satisfaction in this respect, more initiatives and financial resources are needed. Title : Online Teaching during COVID-19 pandemic Objectives: The college had to adapt to the challenges posed by the COVID-19 pandemic by shifting all activities online. The aim was to ensure continuity in education while prioritizing safety measures and adapting to the new circumstances. Context: The COVID-19 pandemic disrupted regular teaching, leading to the majority of educational activities moving online. This transition was seen as the most suitable option while adhering to COVID-19 safety protocols. Admissions, administration, and seminars were also conducted online. Practice: Students and teachers communicated through platforms like WhatsApp, email, Zoom, and Google Meet. Online classes replaced traditional face-to-face sessions. Evidence of Success: While online classes couldn't fully replace in-person ones, student feedback surveys indicated a satisfactory experience with online learning. Challenges Faced: Both students and faculty experienced stress and anxiety during the transition. It was noted that students from disadvantaged backgrounds lacked access to necessary technology and internet connectivity, posing challenges to their participation.

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

Government College Baund Kalan has its distinctiveness in the field of sports where the students are motivated to participate in sports activities in routine. The physical education department of the college under the mentorship of Dr. Meenu is doing appreciable job. Many students participate in routine in sports activities as per the university games activities calendar. Many students have achieved the positions in the games organised at state and national level. Nitesh student of B.A. I of the college won gold medal in wrestling Khelo India Games and also in inter college championship. Similarly Rohit of class B.A.I also won gold in inter college wrestling championship. Madhu a girl student of B.A. III won gold medal in inter college powerlifting championship. The Kabaddi team of the college won bronze medal in the inter college championship. This team has Anshul, Aman, Deepanshu, Ashok, Jatin, Sagar, Sachin.

Provide the weblink of the institution

8. Future Plans of Actions for Next Academic Year

1. To finalize the construction of new building for the college. 2. To formulate various strategies to materialize recommendations of NAAC peer team. 3. Enrichment of Library book stock and online study material. 4. Enrichment of ICT equipment. 5. To make campus fully Wi-fi enabled. 6. To Strengthen Alumni Association. 7. Encouraging teaching faculty for their participation in more research activities and career development programs. 8. Preparation of subject wise teaching and departmental activity plan.

Principal

Govt. College
Baund Kalan (Ch Dadra)

Madhu
22/04/2024