THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2015 to June 30, 2016)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   GOVERNMENT COLLEGE BHATTU KALAN

- Name of the Head of the institution :   WAZIR SINGH

- Designation: PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.:   01667-252219/253479

- Mobile no.: 8901256053

- Registered e-mail: GCBHATTUKALAN@GMAIL.COM

- Alternate e-mail :   IQACGCBHATTUKALAN@GMAIL.COM

- Address   : GOVERNMENT COLLEGE, ADAMPUR ROAD, BHATTU KALAN

- City/Town   :   FATEHABAD

- State/UT   :   HARYANA

- Pin Code   :   125053

2. Institutional status:

- Affiliated / Constituent: Affiliated COLLEGE
- Type of Institution: Co-education/Men/Women   Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) -UGC 2f and 12 (B)

- Name of the Affiliating University: CHAUDHARY DEVILAL UNIVERSITY SIRSA
- Name of the IQAC Co-ordinator :   DR. DASHRATH
- Phone no. :
  Alternate phone no.

- Mobile: 9416407236

- IQAC e-mail address: IQACGCBHATTUKALAN@GMAIL.COM

- Alternate Email address: GCBHATTUKALAN@GMAIL.COM

3. Website address: www.gcbhattu.edu.in
    Web-link of the AQAR: (Previous Academic Year):
https://gcbhattu.edu.in/MenuData?Menu=d5jo6AxztEo=

    Our Old Website is closed so the uploaded AQAR 2014-15 is not available.

4. Whether Academic Calendar prepared during the year?

Yes/No.-YES...., if yes, whether it is uploaded in the Institutional website: YES

Weblink: https://www.gcbhattu.edu.in/Admin/UpdateMultipleFiles

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1st	C+	63.75	2003	from: 2003	to: 2008
2nd	B	2.24	2016	from:25/05/16	to: 24/05/21
3rd				from:	to:
4th				from:	to:
5th				from:	to:

6. Date of Establishment of IQAC: DD/MM/YYYY: AUGUST 2013

7. Internal Quality Assurance System

7.1 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
Proposal for Introducing Faculty of Science		
Verification of API Score of the Asstt Prof.	03-02-2016 (2015-16)	Sh. Dinesh Kumar Dr. Kuldeep Singh Sh. Subhash Sihag Dr. Ved Bhushan **Beneficiaries** Dr. Raja Ram,Hindi Sh. Jeet Ram,Pub. Admn. Dr. Dashrath, English

Note: Some Quality Assurance initiatives of the institution are:
    (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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
GC BHATTU KALAN	RKF	STUDENT	2015-16	8240

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website
Yes/No YES
(Please upload, minutes of meetings and action taken report)
  Web Link:
   https://www.gcbhattu.edu.in/Admin/UpdateMultipleFiles

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No   NO

         If yes, mention the amount: -   Year: -

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

         * IQAC laid emphasis on maintaining the academic calendar.

         *IQAC visits various schools and villages to enhance the strength of students.

         *IQAC requested the principal to provide Wi-Fi facilities in college campus.

         * The staff is encouraged for attending seminar, workshop and conferences etc.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards

         Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
	• Academic Calendar properly maintained • Strength of students enhanced • Staff attended the conferences, workshops and seminars. • Limited by Wi-Fi facility provided to the students.

14. Whether the AQAR was placed before statutory body?   Yes /No: YES

        Name of the Statutory body: IQAC   Date of meeting(s): 03-02-2016

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

Yes/No: YES   Date: April 2016

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2015-16   Date of Submission: https://gcbhattu.edu.in/Admin/UpdateMultipleFiles

17. Does the Institution have Management Information System?

Yes YES   **No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)
          https://www.gcbhattu.edu.in/Admin/UpdateMultipleFiles

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
Our college is an affiliated college from Chaudhary Devi Lal University Sirsa. So, we need to strictly follow syllabus regime and guidelines prescribed by Chaudhary Devi Lal University Sirsa. Various meetings are held regarding syllabus in the university and modifications are accordingly done from time to time as directed by the University departments as required. Some teachers of our college are impaneled in paper setting and UG Board of University who join such discussions and meetings. The university departments give their recommendations and accordingly changes are incorporated as required. Teachers make lesson plans from the syllabus and deliver lectures according to this plan and adhere to it properly. Lesson plans are prepared and submitted to the Head of the Department and then Head of the department submit it to Principal. This process is followed by all departments of college for all the courses. Every teacher has to prepare and submit lesson plan to Head of the department timely and strictly adhere to the plan. Lesson plans are also displayed on notice boards for students so that they can easily & regularly check on which date what topic will be taught. All the information regarding syllabus, revision plans, presentation slots etc is mentioned in lesson plans. The teachers also make the students aware of their plan of lesson delivery not only in the beginning of the semester but also time to time during regular classes. They know beforehand the practical to be conducted during the semester. On the whole the college is conscientiously engaged in imparting education to students in their chosen field and in guiding students about how they can proceed further in their academics and career with the springboard of knowledge provided to them by the scholarly and efficient teachers of the college.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the	Name of the	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

Certificate Course	Diploma Courses			
NIL	**NIL**	**NIL**	**NIL**	**NIL**

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
NIL	**NIL**	**NIL**	**NIL**

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	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
NIL	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**

Already adopted (mention the year)		

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

	Certificate	Diploma Courses
No of Students	**NIL**	**NIL**

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**

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
NIL	**NIL**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
No	No	No	No	No

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

NA

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA I	240+24(Increased 10% seats)=264	705	263
BA II	240	191	191
BA III	240	148	148
BCOM I	80	109	75
BCOM II	80	50	50
BCOM III	80	50	50

TOTAL	984	1253	777

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)   52:1

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-16	777	NA	15	NA	NA

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
15	15	02 COMPUTER LABS AND 01 SMART CLASS ROOM CUM LANGUAGE LAB	03	01	Presentations Using PPT, Hands On Trainng On Computer Etc.

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

Tutor play a great role in redressing to the complaints/suggestions of students. They also try to create an atmosphere of trust in order to ensure the overall development of students' personality. Keeping in view the wider interests of the students, the department has nominated tutors for the students. Students are at liberty to approach their tutors and come up with their suggestions for the betterment of the Department at large. Tutors, in turn, redress their grievances and develop an atmosphere which is most suited for a professional course. The mentor motivates and guides the students by discussing with them issues such as role of ICT, gender sensitization, utility of library, personal hygiene, use of daily routine of exercise and the niceties of the art of living. Students are also made aware of the job opportunities available and the role of soft skills in career development. The close rapo between the tutors and students helps the institution in maintaining discipline among students and in getting effective feedback on college activities and functioning regularly. The personal attention giving by the mentor helps the students in pursuing their studies and other activities in the institution in a comfortable environment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

777	15	1:52

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
19	**14**	**05**	**NIL**	**07**

2.4.2 Honours and recognitions 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
2015-16	**Sh. DInesh Kumar**	**Associate Professor**	**Best Educationist Award.**
2015-16	**Sh. DInesh Kumar**	**Associate Professor**	**Bharat Shiksha Ratan Award**

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
UG	BA	2015-16	**25/05/2016**	**09/07/2016**
UG	B.Com	2015-16	**10/05/2016**	**02/07/2016**

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

The college has a structured mechanism for internal assessment of students. This is helpful in creating an efficient and effective continuous internal evaluation system in the college. The college monitors students' attendance, participation in class discussions, academic performance and presentation of the subject matter through this system. Class attendance, one class test and two assignments from the basis of twenty mark internal assessments of students. This criterion motivates students to attend their classes regularly and remain participant in the class discussions. The class test and assignments are so planned that a regular feedback of students' performance can be obtained. Moreover, an exhaustive coverage of

syllabus given through this mechanism helps the students to perform better in final semester exams. Not only this, individual teachers give students opportunities to ask questions and make them answer the queries raised by teachers after or during the teaching of syllabus related subject matters. Class students are asked to present on the allotted topic as the part of oral assignment. Thus, overall the college helps the students to learn continuously during their classes and teachers provide the needed inputs to them.

2.5.3 **A**cademic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college decides academic calendar in the beginning of each session in consonance with the affiliating university schedule and the norms of Higher Education Department of Government of Haryana. The final semester exams are held in time. The odd semester examination begins in the 3rd or 4th week of November and continues till the end of December. The even semester exams are held in the month of May and June. The academic calendar is adhered in the letter and spirit and it helps the students to know beforehand the schedule of their studies and examination. They can space their prescribed subject matter throughout the studies days and can appear for examination with well planned preparation.

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 web link)
https://gcbhattu.edu.in/Admin/UpdateMultipleFiles
https://www.cdlu.ac.in/syllabi/
https://gcbhattu.edu.in/Admin/UpdateMultipleFiles

			View file		

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	BA	138	68	49.28%
	BCOM	48	20	41.67%

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 web link)
STUDENT SATISFACTION SURVEY WAS NOT CONDUCTED DURING THE RELEVENT SESSION

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 Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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(s)
-	-	-

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

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

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

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

Name of the Department	No. of Ph. Ds Awarded

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

	Department	No. of Publication	Average Impact Factor, if any
Nati onal	Hindi	04	
	Sanskrit	01	
	Physical Edu.	03	
Inter natio nal	Nil	-	

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

Department	No. of publication
-	-

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-

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

Title of the pape r	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02	22	01	-
Presented papers	02	22	01	-
Resource Persons				

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	Organisin g unit/	Number of teachers **co-ordinated** such activities	Number of students participated in such activities

	agency/ collaborating agency		
Tree planting	NCC	01	54
"Sawchhata Abhiyan"	NCC	01	54
"National Unity Week"	NCC	01	54
"Good Governance Day"	NCC	01	54
"National Youth Day"	NCC	01	54
Blood Donation Camp	NCC	01	54
Constitution Day	NSS	02	100
Sakharata Karyakaram	NSS	02	100
One Day Camp	NSS	02	100
Voter Awareness Rally	NSS	02	100
NSS Day	NSS	02	100
Seven Day NSS Camp	NSS	02	100

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	No. of Students benefited
-	-	-	-

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 **coordinated** such activities	Number of students participated in such activities
NCC	NCC	"Sawchhata Abhiyan"	01	54
NSS	NSS	Sakharata Karyakaram	02	100

NSS	NSS	Voter Awareness Rally	02	100
WOMEN CELL	WOMEN CELL	Extension Lect. On Women Empowerment	01	Almost all girls students of the college

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
-	-	-	-

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-To)**	participant
-	-	-	-	-

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 and Activities	Number of students/teachers participated under MoUs
-	-	-	-

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
470000	421434

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	14 acre	----
Class rooms	11	----
Laboratories	04	----

Seminar Halls	----	----
Classrooms with LCD facilities	02	----
Classrooms with Wi-Fi/ LAN	----	----
Seminar halls with ICT facilities	----	----
Video Centre	----	----
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL
Others	----	----

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 2.0	FULLY	2.0	2015

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13853	-----	124	14489	13977	----
Reference Books	-----	-----	458	107681	458	----
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	-----	14	-----	14	-----
Library automation	11170	148750	NIL	NIL	11170	148750

Weeding (Hard & Soft) Books	1702	39879.05	16	3109	1718	42988.05
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	50	02	10	----	----	02	09	256kbps	----
Added	----	----	----	----	----	----	----	----	----
Total	50	02	10	----	----	02	09	----	----

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

………NIL………… 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
----	----

4.3.4 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
----	----	----	----

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 (RKF)	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities (AF)	Expenditure incurred on maintenance of physical facilities
560	560	760847	336257

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) www.gcbhattu.edu.in

The college has a well established mechanism and set procedures for maintaining and utilizing the mentioned facilities. A detailed delegation of duties is made through comprehensive system of committees headed by respective convenors. The committees function independently for their allotted work under the overall supervision of Principal. The classrooms are occupied throughout the daily study hours and the timetable is so spread that the maximum utilization of them is ensured. The computers and other lab facilities are used by all the enrolled students in the practical groups of students. The sports facilities are made available to students and the expert advice of the faculty members of the Dept. of Physical education is always with them. The large class room is used very frequently to conduct co curricular and extracurricular activities round the year. The students are motivated to make use of library and the library reading rooms are almost full round the day. Not only the facilities available with the college are utilized fully for catering the interests of students, but the college also has a well set mechanism to maintain and improve them. The college construction committee remains busy throughout the year in keeping college property in good stead. The principal is empowered to allow small repairs from college funds and accordingly such repairs are handled at college level. For major repairs and other such works which involve expenditure above one lac, the college writes to higher authorities and they magnanimously allow financial assistance for such works. Every year, the college gets grant for lab upgradation and purchase of library books. The college assesses time to time the need of the upgradation of ICT tools and makes efforts to get grants for such improvements. The college is presently in the process of addition of smart rooms and other facilities. All such works are done by a set procedure which involves the assessment of the need, the calculation of estimate cost, the approval of administrative sanction, the formation of committee to get quotations from open market, the comparing of rates of the quotation, the approval of financial sanction, the placement of order and the final payment after the work is completed. Thus, the college has a well defined policy's and procedure for maintaining, utilizing and upgrading the mentioned facilities.

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	-	-	-
Financial support from other sources			
State	Consolidated Stipend Scheme for SC Students	151	2114000
	Post Metric Scholarship for BC/OBC Students	70	166320
	Earn While You Learn	24	116590
	Top 10 Girls Haryana State Merit	10	30,000
a) National		-	-
b) International	-	-	-

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
Remedial Coaching	2015-2016	All students	Internal Faculty
Personal Counselling and Mentoring	2015-2016	All students	Internal Faculty
-	-	-	-

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2015-	2 days Job	All students of Final	All students of Final	-	-

2016	Training Workshop by Expert Career Developers Pvt. Ltd, Sirsa	Year (Arts and Commerce)	Year (Arts and Commerce)		
2015-2016	Division Level Job Training and Placement Fair at GCW Hisar	09	09	-	-

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	No. of grievances redressed	Average number of days for grievance redressal
0	0	0

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	-	-	-

5.2.2 Student progression to higher education in percentage during the year   **18%**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2015-2016	16	B.A. &B.Com	Arts/Commerce	Various Colleges and Universities of	M.A. M.Com

				Haryana	M.Sc Geography

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	1	Not available
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	5	Not available
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Photography	Institutional	6
Videography	Institutional	5
Quiz	Institutional	06 Team(18 Students)
On the spot painting	Institutional	12
Poetical Symposium	Institutional	11
Speech	Institutional	10
Singing	Institutional	11
Dance	Institutional	19
Speech	District level speech competition	01
Speech	State level speech competition	01
Folk Song	Institutional	02
General Song	Institutional	09
Solo Dance General	Institutional	09
Solo Dance Folk	Institutional	08

Duet Dance	Institutional	04 Teams(8 Students)
Group Dance	Institutional	04 Teams

https://gcbhattu.edu.in/Admin/UpdateMultipleFiles

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	Sports	Cultural	Student ID number	Name of the student
-	-	-	-	-	-	-

https://gcbhattu.edu.in/Admin/UpdateMultipleFiles

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

The college did not have a formal student council during that time but we provide ample opportunities to students to work in tandem with teachers and other college functionaries. Students are involved in various academic, co-curricular and extra-curricular activities. Seminars, group discussions, practicals and active class participation provide students a fair representation in teaching learning activities. The designated cells, such as NCC, NSS, Women cell, Legal Literacy cell and various subject societies function with students' support as they are involved in planning, arrangement, conduct and reporting of events organized by these cells. Moreover, the students are involved in college administrative works by giving them responsibilities of various official works through Earn While You Learn scheme. Under this scheme, they not only get the remuneration for the work done but also get an opportunity to know about administrative work of the college. Their suggestions for the benefits of students are incorporated in the college functioning. Moreover, through students' assembly in the beginning of the session and informal teacher taught deliberations, students' opinion about college functioning is obtained and later on channelized for the quality enhancement of college activities.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

      No

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) **: NIL**

5.3.4 Meetings/activities organized by Alumni Association **:**

2015-16

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 college runs its administration as well as its academic and other activities through decentralization and participative management. The college is headed by the Principal who works according to the rules of Higher Education Department of the Government of Haryana. The Principal functions as the first among equals and follows the decisions taken in either staff council meetings or the meeting of the teaching staff held time to time during the year. The staff council is a body of the 5-6 senior most staff members. The principal not only takes the advice of the council but also implements the decisions taken in its meetings. Important matters are discussed in the meetings of the whole staff and the majority voice prevails while taking decisions in such meetings. In this way the whole staff participates in the decisions taken for college functioning. Not only this, the college has a well planned and exhaustive mechanism of committees and cells which take care of different college activities. These committees and cells consist of a convener and some staff members and they effectively deal with the matters pertaining to their cells. The principal performs only supervisory role and these committees work independently in their daily functioning. Students are also actively involved in the activities of cells pertaining the co curricular and extra curricular activities under the overall supervision of respective teacher in charge. Not only this, the non-teaching staff members also have their say in administrative matters and the Principal consults them regularly in these matters and decides accordingly. Overall, the college functions effectively with the joint efforts of faculty, non teaching staff and students and follows the principles of decentralization and participative management.
6.1.2 Does the institution have a Management Information System (MIS)?   Yes/No/Partial:
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)**:**

❖ **Curriculum Development**

Lesson plan of each subject is prepared in the beginning of each session and is followed as possible. Lesson plan and all the curricular & extra curricular activities are followed and conducted as per the guideline of the Directorate General Higher Education, Haryana & Choudhary Devi Lal University, Sirsa.

❖ **Teaching and Learning**

Before the start of each semester academic calendar is provided by university to the college. Extension lectures on various subjects are conducted and various trainings are also arranged for enhancing skills of students. An exhaustive coverage of syllabus, active class participation by students, regular feedback of students by asking questions and group discussions are the main teaching learning strategies of the college.

❖ **Examination and Evaluation**

The college examinations schedule is decided by the affiliating university and the semester exams are held in November-December (Odd Semester) and May-June (Even Semester). The internal assessment process is transparent and marks are assigned as per the university set criteria of attendance, assignments and class test.

❖ **Research and Development**

Faculty members are encouraged to participate in International, National, State Level seminars, conferences and workshops. They are sent to attend Orientation/Refresher courses, Faculty Development Courses and Short-Term Courses and duty leaves are granted for the same. The college teachers individually pursue their Research activities and publish their research papers in reputed journals.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Library gets feedback from students and staff in the form of suggestions (Written & Verbal) to improve the quality of services provided. We have made our Library fully Automated. We are planning to make the Library air-conditioned so that student can be benefited. We have setup 5 Smart Class Rooms for enhancing communication skills of students, in Edusat room students attend live/recorded lectures through satellite, some lecture are delivered through Power Point Presentation and in Online mode.

❖ **Human Resource Management**

The college is switching over to HRM, the data of all faculty members are centrally digitalized under MIS for handling issues like transfer, disbursement of salary, sanctioning of leaves, and other official matters. The admission of students has already been online and centrally handled by the Higher Education Department of the Government of Haryana for maintaining transparency in the whole process.

❖ **Industry Interaction / Collaboration**

The students are taken to job fairs for latest knowledge; Education Tours are also organized for the purpose. The college organizes extension lecturers, workshops and training under Placement Cells and other Cells.

❖ **Admission of Students**

The students' admission process is online and is handled centrally for all government colleges of Haryana by the Higher Education Department (Haryana). The students are made to pay their fee digitally. The students are given broader choices of selecting colleges and the transparency in the whole process is ensured through the system.

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

❖ **Planning and Development**

For planning and Development the Higher Education Department is the main controlling authority. It sanctions various Funds and Grants electronically to the college and same are disbursed and utilized for the said purpose electronically.

❖ **Administration**

Under the guidance of Higher Education Department, Principal keeps a close watch on all the cells & Departments headed by the senior teachers of the college. Service record of teaching and Nonteaching faculty members is digitalized and online Biometrics Attendance of the staff has been implemented.

❖ **Finance and Accounts**

The College is progressively adopting e-governance modules in finance and accounts Related matters. All matters related to the salary of its employees have already been digitalized. The pay bills are e-transmitted to the treasury and passed again in electronic medium. No cash transaction is allowed and the payment is made in the bank account of the respective employees. The government grants are sanctioned and disbursed through e-mode.

❖ **Student Admission and Support**

The students' admissions have been made online and the merit list for admissions can be seen through web link. The fees of the students whose names figure in the merit list is deposited only through e-challen. Moreover, the scholarship disbursement is also made through e-mode

❖ **Examination**

The filling up of exam forms and the issuance of university roll no are through online mode. The students' roll no remains the same throughout the complete tenure of their study. The submission of internal assessment to the university is also done in online mode.

6.3 Faculty Empowerment Strategies

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

2015-16	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
2015-16	NIL	NIL	NIL	NIL

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2015-16	NIL	NIL	NIL	NIL	NIL

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	Date and Duration (from – to)

Refresher	1. Dr. Dashrath	01-07-2015 to 21-07-2015
	2. Dr. Subhash	01-07-2015 to 21-07-2015
Orientation Course		
STC/FDP	1.Sh. Dinesh Kumar 2.Dr. Kuldeep Singh Jaglan	20-08-2015 to 26-08-2015
	3.Dr. Kuldeep Singh Jaglan	12-06-2016 to 18-06-2016
	4. Sh. Rajender Kumar	08-03-2016 to 30-03-2016

6.3.4   Faculty and Staff recruitment (no. for permanent/full time recruitment):

Teaching		Non-teaching	
Permanent	Full time	Permanent	Full time/temporary
NIL	NIL	NIL	NIL

6.3.5 Welfare schemes for

Teaching	GPF Advance Loan , House Building Advance Loan, as per government norms.
Non teaching	Festival Loan, Wheat Loan, GPF Advance Loan , House Building Advance Loan, as per government norms.
Students	Various scholarship schemes i.e. NSP, Post metric**,** BC Scholarship etc. Free Bus Pass facility for Girls student. as per government norms.

6.4 Financial Management and Resource Mobilization

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

Internal Audit System: All documents related to financial transactions are checked by the college bursar before making payment of bills keeping in view the Govt. Rules and instructions.

External Audit System: College receives two types of grants/funds i.e. Govt. Grants from Higher Education Dept. Records checking and audit of these grants are conducted by auditors from the office of Account General Haryana. Funds/Fees receive from students: Audit of college funds is conducted by auditors of Director Local funds, Finance Dept., Govt. of Haryana

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/ Grants received in Rs.	Purpo se
Nil	**Nil**	

6.4.2 Total corpus fund generated   **Nil**

6.5 Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	Yes		YES	IQAC
Administrative	Yes		YES	Dept. of Higher Education

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

6.5.3 Development programmes for support staff (at least three)
    Festival Loan, Marriage Advance Loan, GPF Advance, House Building Advance, Wheat Loan

6.5.4 Post Accreditation initiative(s) (mention at least three)
- Efforts to upgrade physical infrastructure in the college.

- Digitalization of various functions and services of the college.

- To provide skill oriented quality education.

6.5.5
a. Submission of Data for AISHE portal   : (Yes /No) Yes
b. Participation in NIRF   : (Yes /No) NO
c. ISO Certification   : (Yes /No) NO
d. NBA or any other quality audit   : (Yes /No) NO

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2015-16	IQAC MEETING	05-11-2015	To verify API Score of Some Asstt. professors	09
2015-16	IQAC MEETING	03-02-2016	To verify API Score of Some Asstt. professors	07

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-to)**	Participants	
		Female	Male
Extn. Lect. On Women Empowerment by Mrs. Suman Siwatch	19-10-2015	Almost all Girls students	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
1. Make students eco friendly in daily life.
2. Make aware to the students for single use of plastic.
3. Tree Plantation drive was organized in campus.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	03
Provision for lift	No	-
Ramp/ Rails	Yes	02
Braille Software/facilities	No	-
Rest Rooms	No	-
Scribes for examination	Yes	02
Special skill development for differently abled students	Yes	02
Any other similar facility	-	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2015-16	-	-	-	-	-	-

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Haryana Civil Service Rules-2016	19/07/2016	Apply on Haryana Government all groups Employees.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Extension Lectures of faculty members	Through out the session	All the students

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
1. Tree Plantation every year in the month of July by students and staff of the college. 2. Beautification of college campus by increasing the flower pots contributed by student and staff and social workers. 3.Tree plantation at public places under the aegis of both units of NSS(Boys and Girls). 4.Increased the area of lawn in college campus. 5.Aware the students and community for Swachh Bharat Abhiyan.

7.2 Best Practices

Describe at least two institutional best practices
1. College stakeholder tried their best to increase the ratio of girl students and in consequences the number of girls students are increasing continuously. 2.To achieve the target of Green Campus. 3.Make Phone calls to the parents about absentee and progress of students.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words
1.Students are motivated for participating themselves in creative activities like green campus campaign, parking management, cleanliness etc. 2.NCC boys unit of this college attracts more and more students to take admission in this college 3. Students participate in the various curricular, co-curricular, extra-curricular and sports activities in the college. Many of the boy students prepare themselves for various military services in the college sports ground and get selected for the same. 4.Weblink:- www.gcbhattu.edu.in

8. **Future Plans of action for next academic year (500 words)**

1.Efforts are going on to start Science stream in the college.

2.To develop more infrastructure in college campus.

3.Our main focus is on qualitative education among students.

4.To improve students attendance in classrooms.

5. Organising gender sensitisation training for staff and students.

6. Greenery in campus is proposed.

Name _____   *Name* _____

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ ******* _____