

(2017-18)

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, 2017 to June 30, 2018)*

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 : ATMA RAM
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 01667-252219/253479
- Mobile no.: 9466629068
- 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. SUBHASH SIHAG
- Phone no. :

Alternate phone no.

- Mobile: 9467943187
- IQAC e-mail address: IQACGCBHATTUKALAN@GMAIL.COM

- Alternate Email address: GCBHATTUKALAN@GMAIL.COM

3. Website address: GCBHATTU.EDU.IN

Web-link of the AQAR: (Previous Academic Year):

<https://gcbhattu.edu.in/MenuData?Menu=d5jo6AxztEo=>

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/UpdateMultipleFiles>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C+	63.75	2003	from: 2003 to: 2008
2 nd	B	2.24	2016	from: 25/05/16 to: 24/05/21
3 rd				from: to:
4 th				from: to:
5 th				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
IQAC	19-01-2018	08

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	2017-18	9500
GC BHATTU KALAN	AF	STUDENT	2017-18	267789

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

***upload latest notification of formation of IQAC**

<https://www.gcbhattu.edu.in/Admin/UpdateMultipleFiles>

10. No. of IQAC meetings held during the year: 01

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)

<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 advises the faculty members to visit various institutions for faculty enriching programmes

*IQAC motivates the students for educational tours and tells about the importance of it to them.

*IQAC assigns the teachers to complete the assignments and tests of the students within stipulated time.

* Encouraged the students to get coaching and participate in various sports.

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
	<ul style="list-style-type: none">● Assignments and class tests are completed timely.● Students participated in various sports activities.● Teachers participated in various faculty development programme.

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

Name of the Statutory body: IQAC

Date of meeting(s): 19-01-2018

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: 2017-18 Date of Submission: Users/NCC%20OFFICE/Downloads/File2554.pdf

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				
<p>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 on the panel of University paper setting and UG Board of Studies 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.</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
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	
NIL		NIL	NA	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		NA		NA	
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	
NA		NA		NA	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NA			NA		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students		2) Teachers		3) Employers	
No		No		No	
4) Alumni		5) Parents			
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 3:1					
Name of the Programme		Number of seats available		Number of applications received	
Students Enrolled					
BA I		240		713	
240					
BA II		264		228	
228					
BA III		264		191	
191					
BCOM I		80		117	
73					
BCOM II		88		79	
79					
BCOM III		88		53	
53					
TOTAL				864	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data) 1:58					
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	Number of full time teachers available in the institution teaching only	Number of teachers teaching both UG

			UG courses	PG courses	and PG courses
2017-18	864	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 (<i>LMS, e-Resources</i>)	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 Training On Computer Etc.

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

Mentors 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 Mentors for the students. Students are at liberty to approach their Mentors and come up with their suggestions for the betterment of the Department at large. Mentors, 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 ratio between the mentor 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 full time teachers	Mentor: Mentee Ratio
864	15	1:58

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 facul

				ty with Ph.D
19	15	04	NIL	05

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
2017-18	Nil	NIL	NIL

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	2017-18	2018	22/07/2018
UG	B.Com	2017-18	2018	18/07/2018

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 participative 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 syllabi 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 Academic 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 accordance 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 weblink)

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

<https://www.cdlu.ac.in/syllabi/>

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

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	181	89	49.17%
	BCOM	52	21	40.38%

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)

STUDENT SATISFACTION SURVEY WAS NOT CONDUCTED DURING THE RELEVANT 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 (<i>applicable for PG College, Research Center</i>)				
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	
National	Hindi	02		
	English	01		
	Physical Edu.	04		
International	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		
History(Sh.DineshKumar, AssottProf.)		02		

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 paper	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						
Presented papers	03		20		-	-
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	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities		Number of students participated in such activities		
NSS Ist One Day Camp	NSS	02		122		
Sardar Patel Jayanti	NSS	02		122		
World Aids Day	NSS	02		122		
National Voters Day	NSS	02		122		
NSS 2nd One Day Camp	NSS	02		122		

NSS Seven Day Camp	NSS	02	50
International Yoga Day	NCC	01	54
Run for Unity	NCC	01	54
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

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
NSS	NSS	CLEAN INDIA MISSION	02	100
NSS	NSS	Awareness about HIV-AIDS(World AIDS Day)	02	All Boys & Girls of College
Women Cell	Women Cell	Workshop on Personality & Skill Development for girl students	01	All Girl Students of College
Women Cell	Women Cell	Extn.Lect. Total Hygienic Issue	01	All Girl Students of College
NCC	NCC	“Sawchhata Abhiyan	01	All Students of College

NCC	NCC	“National Unity Week”	01	All Students of College
NCC	NCC	Good Governance Day	01	All Students of College
NCC	NCC	National Youth Day	01	All Students of 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
1250000	1180807

4.1.2 Details of augmentation in infrastructure facilities during the year

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

Laboratories	04	02
Seminar Halls	----	----
Classrooms with LCD facilities	02	----
Classrooms with Wi-Fi/ LAN	----	----
Seminar halls with ICT facilities	----	----
Video Centre	----	----
No. of important equipments purchased (\geq 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	14733	-----	172	74832	14905	-----
Reference Books	559	-----	199	19758	758	-----
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	60	-----	11	-----	71	-----
Library automation	12702	167862	NIL	NIL	12702	167862
Weeding (Hard & Soft) Books	1732	45862.0 5	22	5111	1754	50973.05
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	50	02	10	----	----	02	09	4mbps	----
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
9500	1095100	267789	770351

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 conveners. 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. A comparative 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 of 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 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	205	2870000
	Post Metric Scholarship for BC/OBC Students	43	95190
	Earn While You Learn	26	1,99,200
	Haryana State Merit	51	1,76,400
	Top Ten Girls Haryana State Merit	26	78,000
	Haryana State Meritorious incentive scheme	11	40,000
a) National	National Scholarship Portal (Central Sector Scheme of Scholarship for College & University Students)	1	10,000
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	2017-2018	All students	Internal Faculty
Personal Counselling and Mentoring	2017-2018	All students	Internal Faculty
Extension Lecture on Gender Issues	10 Nov 2017	All girls students	Prof. S.K. Chahal
Extension Lecture on Total Hygiene Issues	16 Jan 2018	All girls students	Dr. Sujata Bansal
Extension Lecture on Women Empowerment and	08 March 2018	All girls students	Advocate Sumanlata Siwach

Indian Constitution			
Personality and Skill Development Workshop for Girls Students	15 March to 17 March 2018	All girls students	MIS LMS IA Kautilya Bhawan, Bank Colony, Hisar
Extension Lecture on Career Guidance and How to Face Interviews	2017-2018	All students of final year (Arts and Commerce)	Dr. S.S. Dalal Dr. Satya Paul

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
2017-18	3 Days Career Guidance Workshop from 12 to 14 March 2018	All final year students of arts and commerce	All final year students of arts and commerce	-	-
2017-18 30/10/2017 to 03/11/2017	Division Level Job Training and Placement Fair at GC Hisar	14	14	01	01 (but she declined the offer to pursue PG in Mathematics)

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 23%					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-2018	25	B.A./B.Com	Arts/Commerce	Various colleges and universities of Haryana	M.A. M.Com 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		03	Not available		
SET		-	-		
SLET		-	-		
GATE		-	-		
GMAT		-	-		
CAT		-	-		
GRE		-	-		
TOFEL		-	-		
Civil Services		-	-		
State Government Services		02	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		05		
Videography	Institutional		08		
Quiz	Institutional		10 Teams (30 Students)		
On the spot painting	Institutional		13		
Poetical Symposium	Institutional		15		
Speech	Institutional		09		
Mimicry	Institutional		04		
PPT	Institutional		05		

Singing	Institutional	08
Dance	Institutional	24
Duet Dance	Institutional	04 Teams
Solo Dance General	Institutional	10
Solo Dance Folk	Institutional	18
Mimicry	Institutional	04
Singing	Institutional	13
Annual Athletic Meet	Institutional	Position of students Boys: 17 Girls:12

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

	Institutional	National/ International	Sports	Cultural	Student ID number	Name of the student
	-	-	-	-	-	-

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) :

5.3.4 Meetings/activities organized by Alumni Association :

2017-18

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 administrative and academic activities run 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 constitutes staff council which 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 extra curricular activities under to overall supervision of respective teacher in charge. Not only this, the nonteaching staff member also have their say in administrative matters and the Principal consults the regularly in these matters and decides accordingly. Overall, the college functions effectively with the joint efforts of faculty, nonteaching 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.
<p>❖ Research and Development</p> <p>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.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation</p> <p>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.</p>
<p>❖ Human Resource Management</p> <p>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.</p>
<p>❖ Industry Interaction / Collaboration</p> <p>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.</p>
<p>❖ Admission of Students</p> <p>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.</p>
6.2.2 : Implementation of e-governance in areas of operations:
<p>❖ Planning and Development</p> <p>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.</p>
<p>❖ Administration</p> <p>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.</p>
<p>❖ Finance and Accounts</p> <p>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.</p>
<p>❖ Student Admission and Support</p>

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

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
2017-18	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)
2017-18	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. Minaxi	06-11-2017 to 25-11-2017
	2. Dr. Dashrath	20-11-2017 to 10-12-2017
Orientation Course		
STC/FDP	1. Sh. Vikrant Mohan	14-05-2018 to 18-05-2018
	2. Sh. Balwan Singh	11-09-2017 to 18-09-2017

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/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, 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.	Purpose
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
2017-18	IQAC MEETING	19-01-2018	API Score Verification	08

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
Exten. Lect. On Gender Issue By Prof. S.K. Chahal	10-11-2017	All students	-
Exten. Lect. On Hygienic Issue By Dr. Sujata Bansal	16-01-2018	All students	-
Workshop-Personality Skill Development for Girls Student	15-03-2018 to 17-03-2018	All girl students	-

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

1. Tree Plantation drive was organized in campus
2. Motivate the students to live green and save green.
3. Motivate the students to plant tree on their birthday.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	04
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
2017-18	-	-	-	-	-	-

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	Throughout the session	All the college 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 employees of the college.
2. Beautification of college campus by increasing the flower pots contributed by students, staff and social worker.
3. Tree plantation at public places by the students and staff of the college.
4. Writing eco friendly slogans on the college wall.
5. Organising rallies on environment consciousness.

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 consequence the number of girls students is increasing continuously.
2. Make Phone calls to the parents about progress and absentee of the students.
3. Participation of students for beautification of college campus by volunteer Sharam Dan (Donation of Labor)
4. To inspire students for environment conservation practically by Donating plants with pot.

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 from the next session.
2. To develop more infrastructure in college campus.
3. Our main focus is on qualitative education among students.
4. To improve students attendance in the classrooms.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
