

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, 2018 to June 30, 2019)*

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. : 9467943187

Alternate phone no.

- Mobile:
- 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=>

4. Whether Academic Calendar prepared during the year?

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

Weblink: <https://gcbhattu.edu.in/Admin/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
	11-02-2019	06
IQAC	18-02-2019	06

***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	2018-19	45260
GC BHATTU KALAN	AF	STUDENT	2018-19	279617

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: 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)

<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)

* All the staff are encouraged to attend seminars, workshops, conferences, FDP,STC and Refresher Course for CAS.

*IQAC ensures and makes efforts for maintaining good academic records.

*IQAC monitors teaching and student performance.

*Suggestion are given for skill development, teaching learning process and infrastructure development.

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"> ● Staff members attended seminars, workshops, conferences, FDP,STC and Refresher Course for CAS. ● Results of the students improved.

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

Name of the Statutory body: IQAC

Date of meeting(s): 11/02/2019

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: 2018-19

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
The college has a well defined mechanism for curriculum delivery and documentation. The curriculum scheme is decided by the affiliating university C.D.L.U., Sirsa through comprehensive discussion with subject experts in the meetings of the Board of Studies. Some teachers of our college are on the panel of university paper setting and UG Board of Studies. The curriculum delivery is planned before the commencement of regular studies through weekly lesson plans ensuring optimum spacing of syllabus in study days. The lesson plans are so devised that an exhaustive coverage of syllabus can be ensured. The teachers discuss with students the concepts related to syllabus units and provide them the relevant current information. The students are encouraged to ask questions and provide their inputs to the teachers for effective delivery of curriculum subject matters. The teachers also ask questions from them

to get immediate and effective feedback of what they are teaching. The optimum use of ICT through audio-videos, smart class rooms, language labs, compulsory computer awareness classes has been well integrated in the process of curriculum delivery. Not only this, students have been given opportunities to prepare and speak on the topics which are in their syllabus through seminars, oral presentation of assignments, group discussions and active class participation. Students are also encouraged to refer to the standard prescribed texts written by the renowned scholars of the respective subjects. They are also provided the written handouts and other study material for ready reference. In the practical subjects, they have been given thorough grounding in the prescribed syllabus units. The concerned teachers also ensure that the students develop in themselves a scientific temper and an acumen to understand the concepts by doing practical's. The teachers plan assignments and class tests in such a manner which not only provides comprehensive coverage of syllabus but is also helpful to students in their semester exams. The college has undoubtedly a mechanism for the well planned curriculum delivery. The documentation of curriculum delivery mechanism is ensured through providing weekly lesson plans for the whole semester for the knowledge of students and for their effective feedback. 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 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
UG	01-07-2018	B.SC (NON MEDICAL)	01-07-2018

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	NA	NIL	NIL	NA

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		-		
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 3:1						
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled		
BA I	240	715		240		
BA II	240	228		228		
BA III	264	214		214		
BCOM I	80	121		67		
BCOM II	80	64		64		
BCOM II	88	76		76		
BSC I	40	37		30		
TOTAL				919		
2.2 Catering to Student Diversity						
2.2.1. Student - Full time teacher ratio (current year data) 1:71						
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	
2018-19	919	NA	13	NA	NIL	
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	
13	13	02	02 computer labs and 06 smart class room	06	Blended use of Recorded lectures provided by	

					DHE(E-Content), Presentations using PPT, submission of assignment on Gmail, hands on training on computer etc.
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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. Each mentor has given the responsibility of 50 students to keep tab over their academic and career progress. 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 rapport 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 fulltime teachers	Mentor: Mentee Ratio
919	13	1:71

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	03	03

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)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international</i>	<i>Designation</i>	<i>Name of the award,</i>
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	<i>level</i>		<i>fellowship, received from Government or recognized bodies</i>
2018-19	Sh. Dinesh Kumar	Assott. Prof.	<i>Star Diamend Achievers Award-2018</i>
2018-19	Sh. Dinesh Kumar	Assott. Prof.	<i>Global Excellence Teacher Award-2018</i>
2018-19	Sh. Dinesh Kumar	Assott. Prof.	<i>National Human Award</i>
2018-19	Sh. Dinesh Kumar	Assott. Prof.	<i>Asian Excellence Award-2018</i>

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	2018-19	13/06/2019	08/07/2019
UG	B.Com	2018-19	24/05/2019	01/07/2019

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 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 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

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	BA	204	105	51.47%
	BCOM	71	34	47.89%

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 (<i>other than compulsory by the College</i>)	-	-	-	-
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
National	Pub. Admin	01	
International	Physics	01(Scopus)	

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
To be filled	Vijay					
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				01		
Presented papers	06	22	Nil	-		
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			
-	-	-	-			
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			
NSS Day	NSS	02	111			
Surgical Strike Day	NSS	02	111			
NSS Ist One Day Camp	NSS	02	111			
Run for Unity	NSS	02	111			

NSS 2nd One Day Camp	NSS	02	111
World Aids Day	NSS	02	111
Blood Donation Camp	NSS	02	111
NSS 3rd One Day Camp	NSS	02	103
NSS Seven Day Camp	NSS	02	100
“International Yoga Day”	NCC	01	54
Run for Unity	NCC	01	54
National Unity Week	NCC	01	54
“National Cadet Core Day	NCC	01	54
Blood Donation Camp for Armed Forces	NCC	01	54
NSS Day	NSS	02	111
Surgical Strike Day	NSS	02	111
NSS Ist One Day Camp	NSS	02	111

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/NSS/ YRC	NCC/NSS/YRC	World Aids Day	01	All Students of the college
NCC	NCC	Blood Donation Camp for Indian Army	01	All Students of the college
Women Cell	Women Cell	Self Defence Training for girl Students	01	All Girl Students of the college
NSS	NSS	Literacy Programme	02	100

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
Internship	Internship	Ministry of Skill Development And Entrepreneurship	2018-19	02
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	
652000	631372	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	14 acre	----
Class rooms	15	----

Laboratories	06	----
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) 02 Classrooms were added	----	3 Lac
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	14905	-----	768	132990	15673	-----
Reference Books	758	-----	150	-----	908	-----
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	71	----	05	----	76	-----
Library automation	12702	167862	1268	16991	13970	184853
Weeding (Hard & Soft) Books	1754	50973.0	221	33876	1975	84849.05

		5				
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Offices	Departments	Available bandwidth (MGBPS)	Others
Existing	50	02	10	----	----	02	09	----	----
Added	----	----	-5	----	----	02	03	----	----
Total	50	02	05	----	----	04	12	----	----

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

.....4..... 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
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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
45260	64680	279617	297479

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

The 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 larger 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 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	211	29,54,000
	Post Metric Scholarship for BC/OBC Students	83	1,89,210
	Earn While You Learn	37	1,93,400
	Haryana State Merit	82	2,95,200
	Top Ten Girls Haryana State Merit	28	84,000
	Haryana State Meritorious incentive scheme	17	58,000
a) National	National Scholarship Portal (Central Sector Scheme of Scholarship for College & University Students)	5	50,000
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
Extension Lecture on Career Guidance Job Opportunities in Various Sectors	2018-2019	All students of final year	Sh. R.C. Punia
Campus Placement Drive	03/04/2019	All students of final year	Jio Digital Life Company
Personal Counselling and Mentoring	2018-19	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

2018-2019 05/02/2019 to 07/02/2019	03 Days Career Guidance Workshop	All final year students	All final year students	-	-
08/10/2018 to 12/10/2018	Division Level Job Training and Placement Fair at GC Hisar	26	26	-	-
22/01/2019	Placement Drive by Jio Digital Life Company	All final year students	All final year students	08	08

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
-	-	-

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 **27%**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
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2018-2019	37	B.A./ B.Com	Arts/Commerce	Various colleges and universities of Haryana	M.A. M.Com M.Sc. Geography
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
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	10
Videography	Institutional	04
Quiz	Institutional	15 Teams (45 Students)
On the spot painting	Institutional	14
Poetical Symposium	Institutional	15
Speech	Institutional	11
PPT	Institutional	13
Singing	Institutional	18
Dance	Institutional	21
Singing (General)	Institutional	09
Song (Folk)	Institutional	06

Gazal	Institutional	03
Solo Dance (General)	Institutional	10
Solo Dance Folk	Institutional	08
Duet Dance	Institutional	06 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
-	--	-	-	-	-	-

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 :

2018-19

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)
<p>The various administrative as well as academic activities of the college 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. As being the head of the institution, the Principal preside the meetings of the college council and 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 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.</p>
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):
<ul style="list-style-type: none">❖ 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.
<ul style="list-style-type: none">❖ 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.

<p>❖ 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.</p>					
<p>❖ 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</p>					
<p>❖ 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.</p>					
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	
2018-19	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)
2018-19	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					
Orientation Course		1. Sh. Vikrant Mohan		28-02-2019 to 27-03-2019	
STC/FDP		1.Sh. Rajesh Kumar		From 07-11-2018	
		2. Sh. Vijay Kumar		26-11-2018 to 30-11-2018	
		3. Sh. Anil Kumar		18-02-2019 to 22-02-2019	
		4. Sh. Vikrant Mohan		14-05-2018 to 18-05-2018	
		5. Mrs. Monika		13-05-2019 to 17-05-2019	
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,		
Non teaching	Festival Loan, Wheat Loan, GPF Advance Loan , House Building Advance Loan,		
Students	Various scholarship schemes i.e. NSP, Post metric, BC Scholarship, Free Bus Pass facility for Girls student.		
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	Authority
Academic	Yes		IQAC
Administrative	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)			
<ul style="list-style-type: none"> • 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
2018-19	IQAC MEETING	25-09-2018	API Score Verification	08
2018-19	IQAC MEETING	11-02-2019	Various Important Decisions	04
2018-19	IQAC MEETING	18-02-2019	Various Important Decisions	04

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
Self Defence Training By Juddo Coach Fatehabad by 02 girls student	17,18,19,24,25,26,27,28 September 2018	-	-
Extn. Lect. On Women empowerment and Job opportunity by Dr. Ramkishan Principal (Retd.) Gurugram	11/01/2019	All girls students of the college	-

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

- Tree plantation is taken at top priority in the college campus by the students and teachers.
- Students are encouraged to follow the slogan “Live Green, Love Green, Be Green, Go Green and Save Green”
- Students are motivated to make the campus pollution free.

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
2019-20	-	-	-	-	-	-

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 the faculty members	On various dates of the session	All the Students of the college

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 student, staff and Social Workers.
3. Tree plantation at public places under the aegis of both units of NSS(Boys and Girls), YRC and NCC students.
4. Increased the area of lawn in college campus.
5. Awareness among students and community about 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 consequence the strength of girls students is increasing continuously.
2. Make Phone calls to the parents of students about their absentee and progress.
3. Participation of students for beautification of college 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 inspired to donate blood and in result blood donation camps are organized in the college campus.

2. Students are motivated for participating themselves in creative activities like green campus campaign, parking management, cleanliness etc.

3. NCC boys unit of this college attracts more and more students to take admission in this college

4. 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.

5. Weblink:- www.gcbhattu.edu.in

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

1. Teaching staff visit the adjoining schools for promoting Science and Commerce students to take admission in the college.

2. To develop more infrastructure in the college campus.

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

4. Digital India Campaign is going on as it was in the past.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

