SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE HANSI

BARWALA BYE PASS, HANSI PIN-125033
125033
https://highereduhry.com/index.php/colleges?cid=77

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education plays a very significant role in the making and shaping of an individual in particular and a society in general. When it comes to higher education of an individual, it is pertinent to mention that this is a powerful tool to take one to greater heights in his/her life. It is taken to be a passport to success by providing jobs in government and corporate sector. It imparts skills to be successful in commercial sector also. Keeping this very purpose in mind, Government College Hansi is steadily marching ahead to serve the nation.

Govt. College, Hansi was initially started in 1968 as a private Arts College (Affiliated to Panjab University, Chandigarh) teaching up to bachelor's Classes. Named as Nehru Memorial College, Hansi, it was situated on National Highway No. 10, about 3 K.M. away from Hansi Town towards Delhi. It was reaffiliated to Kurukshetra University, Kurukshetra in 1974 as the latter had started as a new University. Commerce classes were started in 1977. This college has proved to be a boon to the students of all villages around Hansi town.

Nehru Memorial College, Hansi was taken over by Haryana Govt. on 15.2.1980 and renamed as N.M. Govt. College, Hansi. Govt. decided to construct a new college building as the old building was declared unsafe in 1984. A new campus came into existence on 1.9.1988 on the Barwala Bye-pass road, about 2 K.M. from Hansi Bus Stand. In the beginning, only the science block was constructed, and the college started its classes of Arts and Commerce faculties in the new building w.e.f the session 1988. The Science classes (10+1 and 10+2) were started in 1990 but were discontinued in 1996 as they were shifted to Schools. The college was renamed as Govt. College Hansi on 25-08-2015 as per the instructions of state government. The College is currently affiliated to Guru Jambheshwar University of Science and Technology, Hisar. Presently, B.A., B.Com., B.Sc. (NM), BCA, B.Sc. (Hons) Mathematics, PGDCA, PG diploma in Yoga and Mental Health and M.Com. courses are being run in the college.

Vision

The institution works on clearly set vision and goals which are achieved in a systematic way. The insignia of college has "Pawaka Na Saraswati" which means "Goddess Saraswati, make us pure and pious with the gift of Education" which, in turn, helps to build the character of a person, the character of the nation.

The vision of the college is to provide higher education opportunities to the students residing in the city and adjacent villages. Providing quality education to underprivileged classes and economically backward students is the added feature of the college. The institution strives to shoulder the responsibility of making the nation's dream come true by imparting quality higher education. The vision of the college is to develop the college with all modern facilities and incorporating new streams of study. The college is striving hard continuously towards achieving this goal. With limited resources and infrastructure, the college has created a mile stone. It believes that education is the most important element for growth and prosperity of a nation. The college regards its missions and objectives as an integral part of development of the students along with emphasis on value education. It is committed to the pursuit of excellence in higher education, character building, total development of personality and responsible citizenship.

Mission

Mission And Objectives

- Imparting quality education to students, specifically who are economically backward, and mould them into responsible persons by raising their level of education and social status
- Providing value-based education and igniting young minds to bring the best out of them.
- Imparting quality and value education with a view to prepare the students to face challenges.
- Ensuring inculcation of high standard of morality and discipline among students.

These aims and objectives are communicated through lectures, seminars, NSS, NCC camps and personality development programmes, Red Ribbon Club, Youth Festival, Sports, Legal Literacy Cell, Women Cell, Placement and Career Guidance Cell, Computer knowledge, project etc. as they have been incorporated as an integral part of the curriculum.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths of the College:

- Fully equipped labs, spacious classrooms, smart classrooms.
- A robust mentor-mentee system
- Safe and secure environment for girls and transgenders.
- Well-structured feedback system
- Registered Alumni Association
- Leadership in e-governance.
- Qualified, experienced and dedicated faculty and office staff.
- Vibrant IQAC members.
- Eco-friendly campus.
- Distinctive courses and programs.
- Boys and Girls wing of NSS/ NCC.
- The only co-educational college in the city.
- Excellence in sports.

Institutional Weakness

Weaknesses of the college:

- Lack of Parking Shed.
- Lack of infrastructure. One teaching block and expansion of libraryis required.
- Shortage of regular teaching staff, especially in the subjects of Hindi, English, Geography, Physics, Chemistry etc.

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- Transferable job of faculty is a hinderance to maintain the quality.
- Lack of autonomy in curriculum revision, assessment process, evaluation process.
- Rigid and impractical syllabus in CBCS system devised by the Guru Jambheshwar University of Science and Technology, Hisar.
- The prevalent semester system does not provide proper opportunity to the students for their overall development.
- Weak socio-economic and educational background of the students.
- No permanent and qualified library staff to maintain and improve the quality of library services.

Institutional Opportunity

Opportunities for the College:

- Explore Alumni involvement in academic and placement activities.
- The new age requires greater proficiency in soft skills among students. The College has the necessary technical and infrastructural resources to take this to a higher level.
- Strengthening the extension activities to create awareness about various development schemes/drives started by the college/state government/centre government among the nearby areas.

Institutional Challenge

Challenges:

- Due to overburden of extra-curricular/ administrative assignments in addition to regular teaching workload, the faculty members are reluctant to undertake the qualitative research initiatives.
- Being a Govt. institution, the college has no financial powers to expand the existing infrastructure as per the present day requirement.
- Non- availabilty of hostels, especially for Girls.
- To enhance the motivation level of the students to attain higher education to strengthen their knowledge base instead of getting just employment.
- To motivate the students to make use of technology in learning.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has no freedom to design and develop the curriculum. The faculty members who are members of Board of Studies of the affiliating university contribute in designing the curriculum at the university level. For effective implementation of the curriculum, joint efforts are made by all faculty members, head of the institute and the students. In the beginning of the session, various committees are formed by the Principal. Some examples are as follows:

- A consolidated time table of all faculties is framed by the time table committee and it is displayed on the

notice board of college/departments and uploaded on the college web-portal as well.

- Regular meetings are convened by the principal to assign the responsibility of academic and extracurricular activities to various committees.
- Attendance registers and the lesson plans of the teachers are regularly reviewed by the principal.
- Assignments, tests and examinations are conducted strictly as per academic calendar.
- Seminars, conferences and workshops are conducted by subject-societies to enhance classroom learning and to enlarge the range of students' awareness, concerns and expertise. Eminent professionals and academicians are invited to deliver extension lectures to enlighten the students and faculty to create awareness about employment opportunities and employability of students in their respective fields. At the end of academic session, feedback from the students is obtained containing the qualitative and quantitative parameters of teaching-learning. The outcome of the feedback analysis is conveyed to each teacher for his/her encouragement and to take necessary action for improvement if necessary.

Teaching-learning and Evaluation

The whole teaching-learning and evaluation process is transparent. The admissions are made through centralized online admission system by the Higher Education Department of Haryana. Campus is made accessible for *Divyang*-students by constructing ramps up to ground floor level. At the commencement of the session, admitted students are counselled by organizing two-day orientation programme. The teachers explore the students with different learning capabilities. The slow learners are motivated by providing additional learning material and encouraged by the teachers to approach them in vacant periods to discuss their problems separately. The college plans and implements the teaching, learning and evaluation schedules as per the academic calendar published by the University. Lesson plans are also prepared by the teachers and uploaded on the web-portal. ICT tools are important innovative methods of teaching used in the college apart from traditional methods. College library is rich in terms of books. Students are encouraged to consult Reference Books in addition to text books for in-depth knowledge. The principal regularly monitors the classroom teaching to ensure quality. Feedback is taken from the students to evaluate the performance of the teachers. The college encourages the teachers to enhance the academic competency by attending capacity building programmes. The internal assessments are prepared as per the university rules and displayed on the college notice board for the students before finally uploading on the university web-portal. Grievances of the students, if any, are resolved by the concerned faculty. Learning outcome of the students is monitored by adopting feedback system, regular attendance, lesson plans, etc.

Research, Innovations and Extension

The college is basically a UG college and only one PG course was being taught in the college till 2018-2019. Hence, there is little scope for the students of this college to carry out research activities. However, the college provides all facilities to faculty members and encourages them to involve in quality research. As a result of it, as many as five faculty members have completed their Ph.D. and forty-five research papers have been published in reputed National/ International / refereed / non-refereed journals during the last five years.

The college provides platform for extension and social responsibility to their students through the activities such as campaign against illiteracy, AIDS awareness, cleanliness drives. etc. The college promotes plantation for green environment and cleanliness; awareness programmes to eradicate social evils through its NSS and NCC wings. Some other activities like use of helmet, to abide by traffic rules, blood donation camp, health awareness (Yoga, Surya namaskar) are being organized regularly. Regular talks and seminars are conducted

throughout the year by inviting people having expertise in their fields.

The college also motivates the students for their involvement in various social movements / activities through NSS and NCC units which promote citizenship rules and social awareness movement . During NSS camps, the students come in contact with the villagers and inspire them to make their environment pollution free and aware them about the various welfare schemes run by the State Govt. as well as Centre Govt.

Infrastructure and Learning Resources

The college is spread over a vast land area comprising 92 Kanal and 10 Marla (approx. 12 acres). There are two teaching blocks, one administrative block, one library building, lush green lawns, a multipurpose hall, seminar hall, one generator set for uninterrupted power supply etc. There are 34 classrooms out of which 11 are converted into smart class rooms with ICT enabled equipment, DLP Projectors, Smart Boards etc. For making teaching-learning more effective and activity based the college has sufficient numbers of labs. The existing infrastructural facilities are utilized for conducting theory as well as practical classes. In this way, the college has sufficient physical facilities to run the educational programmes and administrative functions efficiently. The growth in the infrastructure is met out by the Higher Education Haryana to keep pace with the academic growth of the institution.

The Government of Haryana allocates budget for physical facilities and academic support facility, and the college follows established procedure for maintaining and utilizing these facilities.

The college library is fully automated and digital cards are provided to the students for the smooth transactions of library books. Further there are five fully Air conditioned/ventilated computer labs. There are two dedicated leased line connections to cater to the needs of IT related activities with bandwidth of two megabits per second. There is one Language Lab established in the college to enhance the communication skill of the students. The college has facilities for various indoor and outdoor games. The college has a spacious playground and Gymnasium.

Student Support and Progression

The college offers a wide range of prizes such as academic prizes, sports prizes, prizes for achievement in extracurricular activities (NSS/ NCC/ Cultural/ subject societies). Apart from these prizes, awards and many kinds of scholarships are also granted to students belonging to different categories such as Post-Matric SC Scholarship, Post-Matric BC Scholarship, books and stipends for SC Students, under graduate girl's merit scholarship, meritorious incentive scheme, freedom fighters scholarship and scholarships for Physically Handicapped (PH) students. Students are provided financial help through welfare schemes like Earn While You Learn (EWYL) scheme in which they can earn by providing their services in library, laboratory, offices etc in their vacant periods. Since education is not only to acquire the bookish knowledge, the college also tries to inculcate capabilities in young academicians and give platform to express their thoughts in a lucid manner. The college magazine "**TEEJ**" invites students to show their creativity in various fields of writing like democracy, women issues, environmental issues in the form of poetry, stories and essays. The college also provides a platform for overall development of students by organizing various cultural and sports events throughout the year. Further, the Placement Cell of the college organizes extension lectures and workshops providing

information about employment opportunities in this modern era. Grievance Redressal Cell of the college helps students to resolve their grievances related to academic and physical infrastructure. The Sandhi Setu Alumni Association, Govt. College Hansi contributes in academic, infrastructural and emotional development of the students from time to time.

Governance, Leadership and Management

At the beginning of the session the principal constitutes different committees of staff members to decentralize the administrative responsibilities. The college enhances the professional development of its teaching staff by motivating them to participate in faculty development programmes, training programmes organized by the Higher Education Institutions, and to attend seminars, workshops, conferences for achieving academic excellence. The non-teaching staff provides opportunity to get administrative and accounts -training by the Haryana Institute of Public Administrative (HIPA) and Department of Finance of the Government of Haryana. The welfare schemes run by the Govt. for its employees are implemented in the college in letter and spirit. The Higher Education Department, Govt. of Haryana had introduced the performance based self-appraisal system (PBAS) for the faculty members to evaluate their performance at the end of the session. The API form is scrutinized by the IQAC and submitted to the principal. The performance of each employee is assessed through annual confidential report (ACR). The ACRs of the faculty members are prepared and sent online bearing remarks of the principal to the Directorate for necessary action. Various administrative functions like Management Information System (MIS), Human Resource Management System (HRMS), online admissions, online scholarships, Learning Management System (LMS), correspondence through e-mail are some examples of the e-governance prevalent in the college. The mechanism for the internal as well external audit is carried out as per the directions and guidelines of the UGC and Higher Education Department of the state. The audit team monitors the purchase and expenses incurred from funds generated through fees, UGC grants and contingency. The perspective/strategic plans are prepared by the IQAC of the college and proper action is taken to achieve the set targets.

Institutional Values and Best Practices

The college has integrated framework for quality assurance of the academic and administrative activities. Women Development Cell organizes various gender sensitising programmes throughout the year. Equal opportunities are provided to girls and boys to participate in academic, cultural, sports and extracurricular activities. The college takes every positive measures to ensure the safety and security of girl students. The whole college campus is covered, round the clock, under CCTV surveillance. There is a provision of separate common rooms, washrooms, stairs for the girl students. Green practices prevailing in the college campus include solar power plant with 5 KW capacity, rain water harvesting system, LED bulbs, tree plantation, lush green campus with numerous trees, ornamental and medicinal plants. The best practices adopted by the college include feedback system from all the stakeholders, bulk message services to provide real time information to all the students as well as staff members of the college, establishment and functioning of Sandhi Setu Alumni Association and rain water harvesting system to recharge the depleting ground water. The vision of the Institute focuses on four aspects essentially: Quality and Value-based education, over all personality development, exploration of knowledge and to produce good human beings for the Nation. The Institute has established its distinctive approach towards this comprehensive vision. The college is distinctive in academics and sports. To inculcate among the students the feeling of patriotism, amicability, gender sensitivity and sense of responsibilities, the college celebrates National Days, National festivals in true spirit.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE HANSI
Address	Barwala Bye Pass, Hansi PIN-125033
City	HANSI
State	Haryana
Pin	125033
Website	https://highereduhry.com/index.php/colleges?cid=77

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Ram Partap	01663-259204	9416330482	01663-259234	govtcollegehansi@gmail.com
IQAC / CIQA coordinator	Raj Kumar	01663-9466534624	9466534624	01663-8950400815	rajkumar425911@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	15-02-1980

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Haryana	Guru Jambeshwar University of Science and Technology	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	26-12-1980	[View Document](#)
12B of UGC	26-12-1980	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Barwala Bye Pass, Hansi PIN-125033	Urban	11.6	4226

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Department Of Mathematics	36	Senior Secondary	English	20	17
UG	BCom,Department Of Commerce	36	Senior Secondary	English + Hindi	160	113
UG	BCA,Department Of Computer Science	36	Senior Secondary	English	60	41
UG	BSc,Bsc	36	Senior Secondary	English	160	86
UG	BA,Ba	36	Senior Secondary	English + Hindi	400	395
PG	MCom,Department Of Commerce	24	Graduation	English + Hindi	50	46
PG Diploma recognised by statutory authority including university	PGDCA,Department Of Computer Science	12	Graduation	English	40	32
PG Diploma recognised by statutory authority including university	PG Diploma, Department Of Yoga And Mental Health	12	Graduation	Hindi	40	38

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				47
Recruited	0	0	0	0	0	0	0	0	20	14	0	34
Yet to Recruit				0				0				13
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				29
Recruited	11	3	0	14
Yet to Recruit				15
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	3	4	0	8
M.Phil.	0	0	0	1	0	0	1	1	0	3
PG	0	0	0	3	0	0	11	9	0	23

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	6	5	0	11
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	10	6	0	16

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	44	0	0	0	44
	Female	26	0	0	0	26
	Others	0	0	0	0	0
UG	Male	1082	0	0	0	1082
	Female	738	0	0	0	738
	Others	0	0	0	0	0
PG	Male	18	0	0	0	18
	Female	75	0	0	0	75
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	397	380	360	356
	Female	108	122	137	148
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	601	572	528	464
	Female	274	332	368	392
	Others	0	0	0	0
General	Male	412	506	325	343
	Female	160	236	243	273
	Others	0	0	0	0
Others	Male	171	11	99	34
	Female	42	3	33	15
	Others	0	0	0	0
Total		2165	2162	2093	2025

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 291

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	5	5	5

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2025	2093	2162	2165	2218

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
352	352	368	444	526

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
666	633	683	636	596

File Description	Document
Institutional Data in Prescribed Format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
62	52	16	17	22

File Description	Document
Institutional Data in Prescribed Format	View Document

3.2

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	47	47	47	41

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 31

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
48.46565	63.34942	90.07432	134.36993	72.26279

4.3

Number of computers

Response: 127

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The College is currently affiliated to Guru Jambheshwar University of Science and Technology, Hisar. As an affiliated college it lacks the freedom to design the curriculum. But conscientious efforts have been done to create an academic environment which offers maximum opportunity for students to pursue courses that are interdisciplinary, complying with the rules of the Government of Haryana and the University.

The Curriculum is designed by Guru Jambheshwar University of Science and Technology with the consultation of Higher Education Department of Haryana. For effective implementation of the curriculum, joint efforts are made by all faculty members, head of the institute and the students. In the beginning of the session, various committees are formed by the Principal. Some examples are as follows:

- A consolidated time table of all faculties is framed by the time table committee which is displayed on the notice board of college/departments and it is also uploaded on the college webportal for the convenience of the stake holders.
- Regular meetings are convened of various committees to distribute the academic and extracurricular activities.
- Attendance Registers and the Lesson Plans of the teachers are regularly reviewed by the principal.
- Assignments, tests and examinations are conducted strictly as per academic calendar.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 5.92

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 4.12

1.2.1.1 How many new courses are introduced within the last five years

Response: 12

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 50

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 24.98

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
516	465	525	564	596

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Environment and Sustainability:

The college offers value added course in environmental studies with the approach of sustainability covering the general understanding of renewable resources, factors of pollution and remedial measures, non-renewable resources and their depletion with the objectives of environment conservation, sustainable use of natural resources and value of biodiversity.

Business Ethics:

At postgraduate level, college offers professional ethics course entitled "Corporate Governance and Ethics" with the aim of general understanding of ethics in business with the objective of inculpating human

values like workplace ethics and marketing ethics.

Special emphasis is laid on inculcating ethical practices and human values among the students by organizing various extra-curricular activities like Declamation, Nukkad Natak, Gender Sensitization programme, Poster Making Competition on water conservation, Awareness programmes on drug abuse, Blood Donation Camps, Cleanliness Drive, etc.

File Description	Document
Any Additional Information	[View Document]()

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document]()

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	[View Document]()

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document]()
URL for stakeholder feedback report	[View Document]()

1.4.2 Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.05

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	3	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 93.69

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
759	778	838	820	952

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
830	830	867	870	1031

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 95.12

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
334	332	351	426	500

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The College takes every possible measure to understand the needs and requirements of students having different potential and learning capabilities. At the commencement of academic session, a two-day Orientation Programme is organized to make the students familiar with their course content, exam pattern and college environment. During the academic session the students are assessed through class tests , assignments, group discussions and presentations. On the basis of their performance, internal assessment is provided.

The lectures are prepared in such a way that slow learners as well as advanced learners, both are fully facilitated. Advanced learners are encouraged and motivated to give demonstration on specific topics to their fellow students. Besides, there the students are encouraged to participate in literary competitions such as Quizzes, Poetry, Declamation, Power Point Presentations and Science Exhibition.

Extension lectures are organized on specific topics as per the need of the students which are beneficial for students to change the monotony of class lectures. Slow learners are encouraged to attend the Special/ Revision classes immediately before the commencement of semester exams.

To boost the motivation level of the students, the advanced learners and toppers are honoured with cash prizes, College Colours and Roll of Honours in the Annual Prize Distribution Function of the college.

All the students are assigned mentors and mentor classes are organized weekly in which the students are asked to share any difficulty faced by them in their teaching learning process as well as other problems.

File Description	Document
Any additional information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 2025:62

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The vision of the college is to develop the holistic environment for the students and make the students so efficient that enable them to overcome their fears and face the challenges of the society with confidence. Various efforts are made by the teaching staff to encourage participative and experimental learning. Problem Methodologies are employed to enhance the learning experiences of the students. New Teaching Aids like projectors smart boards, Power-point presentations are used to make the learning experimental and effective. Computer education has been made compulsory for all the students of the college not only to enhance their learning skills and to make learning experimental but to enhance their employability. The College has fully equipped laboratories of Physics, Chemistry, Mathematics, Computer, Geography and Psychology as per the requirement of curriculum. Students are encouraged to participate in Science exhibitions held at college level, district level and at state level. Field visits/ Excursions are organized to connect the theoretical knowledge with the practical one. Interactive sessions are organized by the departments from time to time to make the students' learning more effective. Various departmental activities like quizzes, seminars are also organized with the objective to ensure the maximum participation of the students.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 0

2.3.2.1 Number of teachers using ICT

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 675:13

2.3.3.1 Number of mentors

Response: 39

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The college administration has always been ready for innovations and introduction of innovative teaching learning methods. The college always tries to improve the existing teaching –learning environment into the student friendly learning with State-of-the-Art Infrastructure facilities. The following measures are taken to transform the learning environment towards the creativity:

- **Automated Library**

The college library is fully equipped with required number of books, magazines, newspaper, e-content, proper seating arrangement for 50 students.

- **Workshops and Extension Lectures**

The college administration encourages each department to organize workshops and extension lectures on specific topics in which experts, in their respective fields, are invited to share their expertise and students are encouraged to interact with them.

IQAC of the college organizes workshops for teaching as well as Office Staff to enhance their skills and

capacity building.

- **Co-Curricular Activities**

In the beginning of the academic session, activity calendar is prepared by the college administration with the consultation of each department. The subject societies of the college regularly take innovative efforts by organizing Debate, Declamation, Quiz, Poster Making Competition, Essay Writing Competitions, PowerPoint and Chalk-Board Presentations, Rangoli Competition, Slogan Writing Competition, Nukkad-Natak Competition, etc. throughout the academic session.

The college promotes teachers to participate and attend capacity building programmes like Seminars, Conferences, Faculty Development Programmes, Workshops, Short Term Courses, etc.

The students are encouraged to participate in Inter College competitions like Declamation, Quiz, Collage and Poster Making, Mock Teaching, Essay Writing competitions and other such competitions held elsewhere.

Similarly, students are also encouraged to participate in various cultural events/competitions held not only at the college level but also at Inter-College and State Level.

- **Power Point Presentation**

The College has enough infrastructure to conduct State/National Level Seminars, Workshops and Conferences. There are 11 smart class rooms equipped with Smart Boards, Projectors with proper Audio-Visual Aids in the college. There are fully functioning 6 computer labs equipped with latest software and technology. The power-point presentations are prepared by the teachers by extracting the latest teaching material as per the requirement of the curriculum available on different educational web sites.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 73.28

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 29.05

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The affiliating University of the college that is Guru Jambheshwar University of Science and Technology Hisar has devised Centralized Internal Evaluation System, which is followed by the college. The internal assessment ranges from 20 % to 30%   for different courses and subjects. In the Internal assessment, weightage is given to compulsory test, assignment, attendance, group discussion, viva voce, interaction and presentation etc.

- **Awareness about the Internal Assessment**

A two-day orientation program is organized for new entrants in the beginning of each academic session. In addition to other important things, the procedures and guidelines of internal evaluation are explained to the students lucidly .

The students are encouraged to get maximum marks in their internal evaluation to get better score in the final exams. During the academic session the concerned teachers regularly remind their students to make sincere efforts towards academic excellence.

- **Transparent Mechanism**

The institution follows transparent mechanism for communicating the process of evaluation and reforms to the students. At the onset of semester, faculty members provide the details regarding the components for evaluation and handle any query regarding the same. For any student failing to attend the class for continuous 6 days, his/her name is struck off from the college roll and his/her parents are intimated.

Internal Assessment record is shown to the students with all the components of internal marks for assessment before the submission to the university. In case of any grievances regarding the internal evaluation, the students are advised to contact their concerned teacher to resolve the issue.

- **Digitization of Internal Assessment**

The internal evaluation record is prepared and kept by the dealing clerk of the college in his computer system and internal assessment awards are uploaded to the university web portal at the link provided by the university.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

A transparent system for Internal Evaluation is followed by the college which includes the internal assessment, behaviour of the students, presentation skills and knowledge level of the students. The criteria for Internal Assessment with weightage allotted to each component- Class Test, Assignments, Presentations and attendance are shared with the students in their induction programme and implemented with proper norms of the University. Students are informed from time to time about their attendance/ lecture shortage.

The test and assignment marks are assessed objectively and also shown to the students. In case of grievances and discrepancies, students are given full freedom to contact their concerned teacher.

The Following criteria has been adopted by the college prescribed by the affiliating University:

Criteria for M.Com., B.C.A. and B.Sc. Honours Maths

Each paper has Maximum Marks 100 in the ratio of 70% external and 30% internal, irrespective of the credits assigned to it.

The grade awarded to a student in any particular course / paper will be based on performance of the student in minor tests, attendance and co-curricular activities (assignment, viva-voce, lab. work, seminar, workshop, presentations, group discussions, quiz, etc.) and external major test (End Semester examination) conducted at the end of semester. The distribution of the weightage of marks will be as under:

- Minor Tests 20% or 20 marks

Attendance & Co-curricular Activities 10% or 10 marks (4 marks for attendance)

Major Test/ End Semester Examinations. 70% or 70 marks

Distribution of marks for attendance and co-curricular activities are as under:

1. Attendance = 4 marks Classification:

1. 65% to 70% = 1 mark (b) 71% to 75% = 2 marks (c) 76%to 80% = 3 marks (d) 81% onwards% = 4 marks

1. Assignment/ Presentation = 4 Marks
2. Overall performance = 2 Marks

Criteria for B.Sc.-

The distribution of internal assessment marks (20) is based on the marks obtained by the student in one

Minor test of 12 marks to be conducted preferably in the month of November for Odd Semester and in the month of April for Even Semester. A student is required to pass the individual paper with 35% marks overall including internal assessment based on minor test. He may not be given any additional chance for minor test. However, the student also needs to pass the external examination individually with 35% marks. There will be maximum 4 marks for attendance (1 mark for attendance of 71-75%, 2 marks for attendance of 76-80%, 3 marks for attendance of 81-85% and 4 marks for attendance above 85%.). The remaining 4 marks are for Extra-curricular activities including assignments.

Criteria for B.A., B.Com.

Each paper has Maximum 100 marks in the ratio of 80% external and 20% internal Assessment.

Components of Internal Assessment (Breakdown of 20 marks)	
(a)	Class Test: 5 marks
(b)	Assignment: 5 marks
(c)	Participation in Class Discussions: 3 marks
(d)	Term Paper/written test/2nd assignment: 5 marks
(e)	Attendance: 2 marks*

File Description	Document
Link for Additional Information	[View Document](#)

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The college has a well-designed mechanism to deal with examination related grievances. The college has adopted three tier system to address the examination related grievances of the students. Depending upon the nature of grievances, the three tiers include Department/faculty level, College administration level and

University administration level.

The department level grievances are related to their internal assessment marks in their Minor tests and assignments. Every teacher displays the marks of internal assessment on notice board to have full transparency in the system and the students who are not satisfied with their marks given by the teachers are advised to contact their teacher in-charge and resolve their problems.

At the college level, a committee comprising of senior teachers has been constituted to take up the grievances of the students regarding filling of online examination forms, result-late issues, re-evaluation issues and any discrepancy observed in the mark sheet of the students. Besides, a senior teacher has been assigned the duty of registrar for the purpose of smooth conduct of minor tests during the academic session. Apart from these, Discipline committees are appointed by the college administration for the smooth and fair conduct of university semester examinations. The college administration ensures the proper and timely display of exam related notices such as date sheet, any revision in the date sheet, issuance of admit cards and code of conduct on College Notice Board.

At University Level, grievances related to semester examinations conducted by the affiliating University include wrong/non-declaration of result, non-receipt of awards, showing absent in examination, mis-printing/anomalies in the DMC, anomalies in the results are taken up by the college administration and forwarded to the concerned University Officials in time with the request to resolve the issue at the earliest.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Before the commencement of every academic session, Brochure regarding admission details, procedure and eligibility condition is provided by the Department of Higher Education and the same is uploaded on the college web portal. The Institution implements the academic calendar of the affiliating university in the curriculum. The College web-portal reflects the core values, code of ethics, code of conduct handbook and brochure containing all the information regarding attendance system, Internal examination system, discipline, awards and punishments, scholarships, different government schemes for students etc.

Activity calendar is formulated by the IQAC in tandem with the academic calendar provided by the affiliating university. The activity calendar is prepared on the onset of each academic session comprising of all activities to be organized. All the Hods and Convenor of the Cells provide the tentative list of the events to be organized during the year like Talent Show, Sports Meet, NSS Camps, Exhibition etc. The Activity Calendar is put in the IQAC meeting for discussion and approval. The Calendar is displayed on the college website. The Academic Calendar and Activity Calendar are helpful for the students as well as faculty members to prepare themselves for the forthcoming events and timely compliance. The advance preparation of activity calendar minimizes the clash of activities organized by the different departments and Cells.

All the class teachers also provide the tentative dates for class tests, assignments and other classroom activities to all the students to provide the extensive scope to all the students to prepare well in advance and put their efforts at maximum level.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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 on website and communicated to teachers and students

Response:

Course outcome of all the courses corresponding to all the programme are uploaded on the college web portal and the outcome are also communicated to the students in their classes by their respective teachers in charges. The college has formulated the mechanism for the uploading of lesson plan of all the courses for the various programme on the college web portal and the teachers are advised strict compliance of the lesson plan as per the university/college academic calendar. The faculty members chalk out their lesson plan in the beginning and it is communicated to the students with the programme and course outcome with the proper understanding of skills and knowledge they are going to acquire after completing the course.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

In addition to the display and communication of course outcomes (COs), Programme specific outcomes (PSOs) and Programme Outcomes (POs), the IQAC of the college ensures the accomplishment of these outcomes with its goal of providing quality education to the students. In this direction, As per the direction issued by the IQAC of the college, the efforts are made by the faculty members to achieve the outcomes as envisaged by the curriculum committee. The college adopts the following two frameworks to assess the Cos and POs:

1. Quantitative Framework- This framework is based on the performance of the students in day to day classroom teaching -Learning process. Outcomes of the students are assessed through class test, assignments, quizzes, attendance, Level of Interaction and Curricular activities. This has 20%/30% weightage in the university exams. The students are encouraged to develop their strategies to perform better.
2. Qualitative Framework- The Qualitative framework outcomes involve the co-curricular activities, participation of the students and focussing on overall personality development of the students.

These outcomes are attained by organizing different types and levels of competitions like:

- Talent Search Competition.
- Literary Competition organized by subject societies.
- College Level Cultural Fest.
- University Level Youth Fest.
- Workshops based on skill and knowledge.
- College Level Annual Athletic Meet.
- Participation in Various Sports competition.

Further the suggestions and recommendations on the POs and COs are collected through the feedback designed by the IQAC at the end of academic session from all the stakeholders and constructive measures are taken by the IQAC to improve the holistic environment of the college.

File Description	Document
Link for Additional Information	[View Document]

2.6.3 Average pass percentage of Students

Response: 62.62

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 387

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 618

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.32

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The IQAC of the college has been always enthusiastic to share knowledge among the faculty members/students/office staff by organizing various workshops during the last two years. The following workshops have been organized by the IQAC during the last five years:

1. National Workshop on "Understanding the New Process of Assessment and Accreditation of NAAC" on 27th April 2018 for Principals and IQAC Coordinators.
2. One Day District Level Workshop on Capacity Building of office staff entitled "Pay Fixation Rules and Pension Revision Rules, Medical Bills Workout Process and Leave Rules" on 22nd September 2018.
3. One Day State Level Workshop on "Preparation of Research Proposals and Financial approval of Research Projects" on 29th January 2019 for college teachers.

The Department of Mathematics has also taken initiative for transferring of knowledge through eminent resource persons by organizing various extension lectures and workshops in which not only the college students but students from various colleges of the state are also benefited.

The following workshops and extension lectures have been organized by Department:

- National Workshop on " Visualizing the Concepts of Real Analysis" organized in collaboration with NGO "Mathematical Community" run by IITians Delhi on 28-31st August 2018.
- A Seminar on "Career in Mathematics" organized on 23rd February 2018 in collaboration with DIPS Academy New Delhi.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.47

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	1	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.27

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	0	1	0

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college has constituted various clubs and societies like YRC, RRC, NSS, NCC, Women Empowerment Cell, Placement Cell, Legal Literacy Cell etc which conduct various extension activities during the last five years. The list of activities conducted by the college is given as under:

1. Tree Plantation Drive.
2. Extension activities on Health and Hygiene.
3. Organizing Blood Donation Camp.
4. Sanitation and cleanliness Drive.
5. Awareness on Road Safety and Traffic Rules.
6. HIV/AIDS Awareness Programme through Documentary films, Mobile app, Toll Free No.
7. Drug Abuse Awareness through Nukkad Natak.
8. Beti-Bachao, Beti Padhao Programme through rallies.
9. Run for Unity (Marathon).
10. Self Defence Workshops.
11. Digital India Movement.
12. Swacch Bharat Summer Internship Scheme.
13. Social Issues through Nukkad Natak.
14. Workshops on stitching, cooking by women cell.
15. Slogan and Poster Writing on social issues.
16. Pledge for Participation in Democracy (Voting Rights).
17. Educational Tour.
18. Entrepreneurship Development Competition.
19. Mental Health Awareness Week.
20. Best out of Waste Workshop by Women Cell.
21. Celebration of international Yoga Day.
22. Fit India Movement.
23. Army Attachment Camp by NCC unit.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 84

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	24	16	11	7

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids

Awareness, Gender Issue, etc. during the last five years

Response: 84.44

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1949	1947	2139	1806	1122

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 10

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	1	3

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College always takes positive measures and initiatives to make the teaching-learning environment more effective and efficient by providing adequate academic infrastructure. The College provides proper facilities for theoretical as well as practical classes.

The college encompasses a well-maintained campus spread over 11 acres of serene green land. The existing infrastructural facilities are utilized both for conducting theory and practical classes. The detail of facilities is given as under:

Classrooms: The college has sufficient number of well furnished, well ventilated, spacious 31 classrooms for conducting theory and practical classes to cater to the needs of around two thousand students. There are two teaching blocks.

Laboratories: All laboratories (Physics, Chemistry, Biology, Computer Science, Geography, Psychology and Language lab) are well equipped and well maintained for carrying out curriculum-oriented lab practicals. All the laboratories are established as per UGC/ Affiliating University & Haryana Govt. norms and include all safety measures.

Technology Enabled Teaching and Learning: Smart Class Rooms with ICT enabled equipment in the college are provided with DLP Projector, Computer and Wi-Fi enabled Smart Boards. The college has 6 computer labs with full functioning software.

Seminar/Conference/Smart Class Room/Multipurpose Auditorium: College has one seminar/conference hall to conduct conferences, seminars, and workshops for students and faculty members as well. Multipurpose Auditorium has a seating capacity of 1200 persons and the Conference Hall has a seating capacity of 35 persons.

Departmental Offices: Each department has been alloted departmental rooms for the faculty members and to facilitate interaction between teachers and the students after the routine classes.

Computers: College administration take necessary steps to fulfill the computer requirement of teachers, students & departments. At present, college has 18+ computers of latest configuration along with a number of printers and internet facility.

 Library: College has well equipped central library with reference and text books, magazines, newspapers etc. The college library provides Book Bank facility where students can borrow the books.

Common Room for Girls: Common room is separately available where female students can sit in their leisurely time.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The College offers a number of opportunities and resources to the students to develop the personality of the students.

Sports Facilities: The sports department of the college is headed by an Asst. Professor of Physical Education and various sports activities are conducted by the sports board consisting of senior faculty members. The college has a vast playground with two hundred metre tracks for athletics and cater to the needs of various outdoor games. Beside a large multipurpose hall provides all facilities to conduct indoor games at various levels.

The outdoor games include athletics, Basketball, Volleyball, Kabaddi, Kho-Kho, Cricket and Badminton.

The indoor games include Table Tennis, Chess, Carom, Judo, Wrestling, Wushu and Yoga.

A new gymnasium hall has just been constructed with the help of philanthropists keeping in mind the increasing stress among the students in this modern era and the effective role of Yoga to tackle mental stress. The college has started a new post graduate diploma programme in Yoga and Mental Health w.e.f 2019-20 session.

The college organizes Annual Athletic Meet every year and the winners are awarded in the Annual Prize Distribution Function. The best athlete (Male) and best athlete (Female) are awarded with cash prizes and College Colours. The college organizes as well as participates in various sports activities ranging from college level to state level. In addition to this, the college students bring glory to the college by representing/ winning at national/ international level tournaments.

Cultural facilities: As far as cultural activities are concerned the college has earned a reputation in the region. At the beginning of the session, talent search/hunt programme is organized by the college to bring out the hidden talent of the students, through different activities like General Song, Solo Dance, Folk Dance, Rituals, Painting, Slogan Writing, Mime, Rangoli, Tit-bits, Mono-Acting etc. On the basis of performance of students in a talent hunt programme, teams are prepared to participate in youth festival and Haryana Day **"Ratnawali"** festival organized by Govt. of Haryana. The college hires the services of professionals to train the students in the events like Skit, Saang, Folk Song, Rituals, etc. The outcome of the excellent sports and cultural activities is witnessed by the students by winning many awards/prizes.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 51.61

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 16

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 17.17

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
24.78266	6.03000	12.55000	5.40600	5.23500

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The college library is fully automated using ILMS. The software "SOUL" which is being used in the college library is version 2.0.

About the Software: Software for University Libraries (SOUL) is a state-of-the-art Integrated Library Management Software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is a user-friendly software developed to work under client-server environment. The software has been designed to automate all housekeeping operations in library.

- Name of ILMS software : SOUL software (software for university library)
- Nature of automation (fully or partially) Fully
- Version   2.0

Year of Automation 2014

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Library attracts students to read and develop the habit of reading and learning. It increases their thirst for reading and expands knowledge.

The college has a good library enriched with wide range of rare books, manuscript, general books, dictionaries, encyclopedia, Upanishads, Prachin Mudra Kosh, Vedas, fiction, non-fiction competitive books etc. which plays a vital role in encouraging and promoting the process of learning and gaining knowledge. The college library is catalogued by the trained staff. The books are catalogued to meet the needs of the students. The catalogue is also entered and stored in computer.

The books of the college library can be categorized broadly in the following way.

- **Encyclopedia.**
- **Dictionaries**: It includes English and Hindi dictionaries.
- **Religion**: It includes Veda, Upanishads, Ramchritra Manas and books on social reforms etc.
- **Fiction and Non-fiction**: It includes collection of fiction (Novel, story books) and non-fiction of both Hindi and English languages.
- **Biographies**
- **Competitive books and year books**: It include various competitive exam books such as UPSC, HPSC, HSSC, Banking, Railway, NET, GATE, CAT, MAT and other entrance examinations etc.
- **General and Reference books**: It includes general books and reference books covering different subjects   as per the requirement of curriculum.

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.00	0.00	0.00	0.00	0.00

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.35

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 70

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In the 21st century the world has witnessed a paradigm shift in technological advancement in all spheres of life. Similarly, the latest technology has been incorporated in the higher education institutes for effective teaching-learning process. Along with the traditional teaching aids like white board / chalk boards, the smart interactive boards are also installed in the college. There are five computer labs along with one mathematics lab in the college with latest configuration. All the computers in the computer labs are connected through LAN. A lab attendant for each lab has been appointed to take care and maintain the infrastructure of labs.

The maintenance of computers' hardware and software is done by the local vendor. The college web portal is monitored and updated with day to day activities by the faculty of Computer Science. The college has a plan to upgrade the internet bandwidth through lease line with 50MBPS, the proposal of which has been sent to the state government. The college makes consistent efforts to improve IT infrastructure and facilities as per the requirement. The college has a plan to install digital display board and central announcement system in the campus. The college provides free WiFi facilities to the students as well as to the faculty members. The Wi-Fi service is provided by the Reliance Jio as per the MOU signed by the state government with the company. The biometric attendance system is also operational for the college staff. The college as well as the affiliating university has taken several steps regarding the use of advance IT facilities for the various academic activities such as online admission process, Direct Benefit Transfer (DBT) in scholarship and free ship schemes, online submission of examination forms, internal assessment awards and feedback system. Further ten new smart class rooms with smart boards and projectors are set up in the college in the session 2018-19 to make teaching -learning ambience more interesting and effective.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 287:18

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: <5 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
48.46565	63.34942	90.07432	134.36993	72.26279

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Any additional information	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Physical Facilities:

The physical facilities including laboratories, classrooms, computers, washrooms, centralized RO system, playgrounds, multipurpose hall, smart classrooms, generator set etc. are available for the students. The students are charged for these facilities at the time of admission as per the norms of the university and state govt. Besides, recurring grants are allocated by the Department of Higher Education for the maintenance of

physical infrastructure. The college adopts systematic procedure for maintaining and utilizing the available physical infrastructural facilities. The college administration constitutes a committee of teachers/ office staff at the beginning of each academic session for the maintenance of physical infrastructure. The college administration always keeps vigilant eye on the quality of maintenance and requirement of infrastructure and equipment. The students of the college are also encouraged to provide their feedback regarding the status of available infrastructure as well as additional requirement thereof. The campus maintenance is monitored through surveillance cameras.

 All the details of physical infrastructure are maintained in stock registers. Physical stock verification of all the entities is done annually by the committees of faculty members appointed by the college administration at the end of each financial year. Instruments in labs, RO, Overhead Water Tanks, Inverters, Generators etc. are got serviced regularly.

Laboratories: Under the supervision of head of the department, lab attendants maintain the efficiency of the college laboratories and accessories.

Academic Facilities: The college has devised a system of optimal utilization of academic infrastructure. A new teaching block has been constructed to accommodate the increased strength of students and courses, besides the college administration has submitted a proposal of additional teaching block along with spacious library to improve the quality of teaching and learning. The state government has approved the proposal and the construction work will be started very soon. A new seminar hall-cum-video conferencing room is under updation with the state-of-the-art ICT facilities.

Library:

The college has a good library enriched with 27476 number of books. To update and upgrade the library with the passage of time, the college receives grant from the state Govt. annually. Besides, the college receives library fee from the students at the time of admission as per Govt. norms. The grant/ library fund is utilized to purchase books, newspapers, magazines, furniture, computer systems,etc. The college library is fully automated using "SOUL" Software and the students are provided digital ID cards to get the books issued. The academic infrastructure available in the library is well maintained by library advisory committee constituted by the college administration. For purchasing new books, the library advisory committee consults the Hods of each department and the books are purchased as per the recommendations of the Hods.

Language labs/ Computer Labs/ Mathematics Lab: The college has established an English Language Lab to improve the soft skills of the students. To keep the computers and carpets dust free, vacuum cleaner is used by the service staff.

Smart Class Rooms: There are eleven Wi-Fi enabled smart class rooms in the college campus and all the equipment are get insured. Maintenance works and charge of these class rooms are assigned to the committee of faculty members and office staff having expertise in ICT.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 47.01

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
839	1004	984	984	1213

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**

7.Yoga and meditation

8.Personal Counselling

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 6.17

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
95	332	150	60	13

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 7.96

5.2.2.1 Number of outgoing students progressing to higher education

Response: 53

File Description	Document
Details of student progression to higher education	[View Document]

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	0	1	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	0	2	2

File Description	Document
Upload supporting data for the same	[View Document]
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document]
Any additional information	[View Document]

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) during the last five years.

Response: 12

5.3.1.1 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-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	2	0	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The election of student council were banned by the state government in late 90's due to which there was no formal student council till 2017. In 2018, the state government decided to conduct the student council elections and consequently the election was held as per the direction of state government in September 2018. The college provides ample opportunities to the students in decision making in various academic, administrative and co-curricular activities of the college. Students are given active representation in various departmental /cells-NSS, NCC,RRC Activities. The departmental head and activity in charge ensure the maximum students' participation in all the activities having due consideration to the students' needs and make them students centric. The student council comprises of President, Vice President, Secretary, Joint Secretary and Executive Members (one post is reserved for the girl student). The student council provides a platform to redress the grievances and challenges faced by the students and simultaneously, it sharpens the leadership skills and feeling of responsibility in all the representatives. The student council enables the students to have knowledge of democratic rights and responsibilities and to know the electoral system of our country. Furthermore, the students are given freedom to express their thoughts and feelings about the college administration and their academic rights, by putting them in a slogan or picture displayed on the "**Wall of Democracy**" devised by the college. The college annual magazine **TEEJ** provides the platform for students to show case their writing skills, creativity and innovative ideas. To give exposure to the students and to develop confidence among them, they are given the responsibility of student editor in the college magazine, anchoring in the departmental activities/functions in the college functions and in extending help in hospitality arrangement.

The students of different streams are given opportunity to be a member of IQAC to express their thoughts in various decisions regarding college betterment. The students of the college are actively involved in various co-curricular activities like NSS,NCC Camps, Swachchh Bharat Abhiyan, The best Volunteers/Cadet are honoured in the annual function to encourage and motivate other students.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 9.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	13	6	8	7

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Feeling a duty to give back to the institution of their learning what alumni acquired from it, with renewed fruitful learning experienced in their lives, the alumni synchronize their institute and society to make a better place for learning. The college celebrated Golden Jubilee of its foundation in 2018 and decided to form an Alumni Association and to develop an alumni network for connecting with their Alma-Mater for mutual benefit.

Govt. College Hansi has produced several renowned personalities including Professors, Teachers, Lawyers, Chartered Accountants, Businessmen, Army Personnel, Police Personnel, Contractors, Bankers, Social Workers, Politicians, Entrepreneurs, etc. The Alumni started their contribution to various initiatives launched by the college. The IQAC of the college conducted a Poster Making competition for the Alumni Association logo and Slogan Writing Competition for the nomenclature of Alumni Association. The best logo was finalized by the IQAC for the Alumni Association logo and "**Sandhi Setu**" nomenclature was recommended by the IQAC for Alumni Association. The Alumni Association formally got registered on 24th May 2018 with registration number 2599 in the office of Registrar of Society with twelve-founder members. A special drive was initiated to add new alumni in the association in the month of August 2019

and 205 new alumni joined the association and the number reached to 262 in total. The office bearers comprise of Dr. Dalbir Singh, President (Batch 1977-81-Arts), Sh. Keshav Jangra, Vice-President (Batch 2005-08-Commerce), Sh. Balbir Singh Verma, General Secretary (Batch 1970-73-Arts) and Ms. Jyoti Rani (Batch 2012-15-Arts) and Sh. Sunny, Treasurer (Batch 2006-11-Arts). The association has its own written constitution elaborating aims and objectives, eligibility, membership fees, administration, duties of office bearers, rights of members, termination of membership, Rights of Executive Members, Finance and Accounts, Meetings, Elections, Amendment of rules and Bye laws, Audit and Inspection of books. Sandhi Setu Alumni Association has always been source of support and inspiration for the students and teachers.The Association has been constituted with the following aims and objectives as given below:

1. To bring old students together to exchange nostalgic feeling, ideas and thoughts.
2. To hold regular meeting to discuss the needs and requirement of the college.
3. To help the students financially and academically.
4. To work for the better education and moral upliftment of the society.

The association always contributes in different ways- such as tree plantation, guidance in Online Admission Process, Arranging felicitation ceremonies for the alumni. Some of the alumni are also the member of college IQAC for providing innovative ideas for the betterment of college and society. The alumni are invited in various functions organized by the college as chief guests or special guests to motivate the students. The association is seriously considering to start scholarships for the deserving students.

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 9

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	2	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision

The vision of the college is to provide higher educational opportunities to the students residing in the city and adjacent village areas, and also to provide quality education to underprivileged classes and economically backward students. The institution strives to shoulder the responsibility of making the nation's dream come true by imparting higher education. The vision of the college is to develop the college in all modern facilities and incorporating new streams of study. The college is striving continuously towards achieving this goal. With limited resources and infrastructure, the college has created a milestone.

To achieve the vision, the college constantly focuses on improving the infrastructure and resources. The college tries to uplift the downtrodden and socio-economically weaker students by providing the benefits of the schemes announced by the government such as:

- Implementation of the policies of higher education.
- Giving the benefit of welfare schemes like scholarships to SC/OBC/Minorities and weaker sections of society.

Mission and Objectives:

- Imparting quality education to students, specifically to those who are economically backward, and nurture them to become responsible persons by raising their level of education and social status.
- Providing value-based education and igniting young minds to bring the best out of them.
- Imparting quality and value education with a view to prepare the students to face challenges.
- Ensuring inculcation of high standard of morality and discipline among students.

These aims and objectives are communicated through lectures, seminars, NSS, NCC camps and Personality Development Programmes, Red Cross society, Youth Festival, Sports, Legal Literacy Cell, Women Cell, Placement and Career Guidance Cell, Computer knowledge, Project Work etc. Such activities have been incorporated as an integral part of the curriculum.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The College always promotes and encourages a culture of participative management by involving staff members (Teaching as well as non-teaching) in a number of administrative roles. Major committees comprise of teachers, and many include non-teaching staff and students as well. The college has created a decentralized structure for decision making, designing and implementing policies where departmental committees interface their decisions with college committees of the staff council. There are 43 Committees and all faculty members are part of them. At the beginning of the session, various committees are constituted by the principal for smooth functioning of various administrative, academic, cultural & sports activities of the college. Some of the major committees are given below:

- **Admission Committees**: These committees are constituted just before the beginning of the new academic session to ensure smooth admission process.
- **College Council**- It comprises of five-six senior faculty members. Principal is the ex-officio chairperson of the council. The council frames various policies as per the requirement of day to day college administration.
- **Bursar**- A senior faculty member is assigned to perform the duty of Bursar. Bursar deals with all the financial matters and manages the accounts with the help of office staff.
- **Internal Quality Assurance Cell**- IQAC has been established in the college since 2010 as per norms of the NAAC/UGC comprising of senior faculty members, students, social workers, Alumni, etc. The IQAC works as a catalyst to improve the quality of teaching-learning environment, infrastructure. It adopts the quality management strategies to attain academic excellence.
- **Grievance Redressal Committee**: - The college has a grievances redressal committee under the convenership of senior faculty member. It looks into the grievances of students, faculty and staff and suggest remedial measures.
- **Purchase Committee**- The members of the purchase committee oversee all purchases of the college.
- **Library Advisory Committee**: - It comprises of all the heads of the departments and a senior faculty member is designated as convener of the committee.
- **Sports Board**: -College principal is the ex- officio president and the assistant/associate professor of physical education is appointed as secretary of the sports board. The faculty members are designated as members and they monitor the activities of different games. The sports board chalks out the plan of Annual Athletic Meet held in the college every year.

Besides these, various other committees are constituted to deal with different responsibilities such as Time Table, Internal Assessment, Cultural, Campus Beautification, Maintenance of Infrastructure, etc.

- The principal interacts personally with the students from time to time and deals with their difficulties, if any.

To demonstrate decentralization and participative management, case study on working of a College council is discussed here:

- Framing the policies on prize amount and eligibility and same is displayed to invite suggestion/objections if any from the students/faculty members.
- Implementing the policies framed at the time of prize distribution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Many of the academic quality policies are framed by the College administration and implemented through various committees of the college which are monitored by the principal. The college administration is regularly involves in enhancing the infrastructure and works for capacity building for teaching-learning to deal with the dynamic academic and social environment. The following perspective/ strategic plans which are in process and successfully implemented are stated as under:

- Rain Water Harvesting
- Centralized RO System
- Gymnasium
- Construction of Canteen- Proposal has been submitted
- New Teaching Block and Library Extension- Proposal is approved
- Introduction of new Courses like PGDCA, PGDYM, B.Sc. (Honours), Maths and Functional English.
- Lease Line of 50 MBPS
- Digital Display Board and centralized announcement system
- Expansion of Solar power generation system
- Learning Management System.
- Fire Safety.

One activity that is successfully implemented based on the strategic plan

Objectives of the Perspective Plan of Inclusion of New Courses.

Introduction of the job-oriented Courses like PGDCA, PGDYM, B.Sc. (Honors) Maths and Functional English with effect from 2019-20 have opened new avenues in the domain of jobs.

The Context: A proposal was sent for the requirement with its justification to the Department of Higher Education Haryana.

Implementation: The proposal was accepted by the Department of Higher Education Haryana on 27th May 2019 and the college was granted permission to start new courses with effect from the session 2019-20.

Success Rate: In the academic session 2019-20, the students have got admissions in the new courses as per the admission guidelines of DHE and affiliating university. All the new courses are running successfully at this time in the college.

File Description	Document
Any additional information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Being a government college, the college is governed by the policies of Higher Education Department, Govt. of Haryana. The Department of Higher Education Haryana issues regulations, policies framework from time to time to carry out the administrative activities of the college as per the needs and requirements and directs the principals of Govt. Colleges for the compliance . Being a government college governed by the Govt. of Haryana, the college has no direct recruitment, transfer and promotional policies. These are regulated at the directorate level. The affiliating university issues guidelines regarding intake capacity, admission schedule, examination forms schedule, schedule of submission of internal assessment and practical awards, date sheet of theory and practical exams, declaration of results and issuance of mark sheets and degrees. The college principal frames the mechanism and policies for an effective functioning of the college. The college receives different types of grants (Plan and Non-Plan) for material & supply, library, infrastructure upgradation, scholarships etc. and plans strategies for the desired outcome with the active cooperation of all the stakeholders.   Academic calendar is designed at the onset of each academic session as per the directions of affiliating university. Activity calendar is prepared by the college administration in consultation with head of departments and convener of different clubs and cells. At the beginning of each session the college principal assigns annual duties for the decentralization of powers and responsibilities for the smooth functioning of various academic and co-curricular activities. Principal is the administrator of the college who coordinates all the activities. Principal is also the ex-officio chairperson of the College's various committees which carry out various functions and activities of the college. The decisions related to academics like workload calculation, library purchases, time table, maintenance of infrastructure, admission etc. are taken up by the different committees.

The college staff is communicated all the service rules with amendments from time to time by the ministerial staff.

The college has grievance redressal mechanism to deal with the admission, internal assessment, detention, examination related grievances, sexual harassment of students, teachers and non-teaching staff. The internal complaints and students' grievances redressal committee deals with the complaints and take remedial measures. To make the campus safe and secure, the college follows the proctorial system under the supervision of chief proctor. The college has a well-defined organizational structure in the administration staff and laboratory staff.

File Description	Document
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The annual duty list of the college sets the roadmap for all the activities in-charges and the college administration frames the annual activity calendar for all the activities to be carried out throughout the year. The regular meetings of these committees are held under the chairmanship of the principal well in advance of the dates mentioned in the activity calendar. The minutes of the meeting are recorded in a register maintained by the staff secretary. The conveners or in-charges of all the activities ensure that the strategies planned to carry out the smooth functioning of the programmes/activities are fully implemented in letter and spirit. The committee organize inter departmental, inter college and inter university activities. Detailed list of all activities in-charges with their respective activities is maintained on the web portal of the college.

Effectiveness of one activity implemented regularly is described here:

Blood Donation Camps

Blood Donation Camps in the college are jointly organized by Red Ribbon Club, NSS, NCC in collaboration with Red Cross Society, NACO and HSACS. Blood donation camps are generally organized

in the college in the month of September/October on the celebration of "Voluntary Blood Donation Fortnight". The RRC of the college creates an environment in the college by putting slogans on the walls such as "*Every blood donor is a life saver", "Tears of a mother cannot save her child, but your blood can", It feels good, It makes me proud, I am a blood Donor" etc* to inspire more and more students for voluntarily donating the blood. In addition, the students and the teaching and non-teaching staff also donate blood in such camps. The college is fortunate to have such staff members who are continuously donating blood for the last seventeen years. Awareness/Workshops/Extension Lectures are organized by the college in which the students are made aware about the issues related to donation of blood- Why to donate, who can donate, Benefits of Donating, Misconceptions related with blood donation at regular intervals.

The organizing cells of the college do wide publicity in the form of banners, slogans for blood donations well before the day of camp. Help desks are arranged, and refreshment committees are constituted on the day of camp. Prizes are also given to the students to motivate them. Students donate blood under proper supervision of the doctors deputed by the Red Cross Society. From the last few years, students and teachers show more and more enthusiasm in donating blood which show their concerns towards society. It can be proved from the following data.

- 2014-15: 101 units of Blood were Collected
- 2017-18: 100 units of Blood were Collected
- 2018-19: 130 Units of Blood were Collected
- 2019-20: 141 Units of Blood were Collected

File Description	Document
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Govt. of Haryana runs various welfare scheme for employees. An institution can perform better if the employees of the institution are provided with essential welfare schemes as per their social and financial requirements. The welfare schemes for teaching and non-teaching staff are stated separately in the following manner: -

For Teaching Staff:

1. Leaves are provided for the different purposes to cope up with social and personal responsibilities such as Casual Leave, Duty Leave, Child Care Leave, Maternity/Paternity Leave, Special Leave for Blood Donor, Earned Leave, Earned Leave in lieu of work done in holidays/vacations, Extra ordinary Leave, Study Leave for higher education etc.

2. Provident Fund- Two schemes are prevalent in this head: -

- General Provident Fund for the employees who joined service up to 31-12-2005.
- New Pension Scheme for the employees who joined service w.e.f. 01-01-2006.

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

For Non -Teaching Staff

1. Leaves are provided for the different purposes to cope up with social and personal responsibilities such as Casual Leave, Duty Leave, Child Care Leave, Maternity/Paternity Leave, Special Leave for Blood Donor, Earned Leave, Extra ordinary Leave.
2. Provident Fund- Two schemes are prevalent in this head: -

- General Provident Fund for the employees who joined service Up to 31-12-2005.
- New Pension Scheme for the employees who joined service w.e.f. 01-01-2006.

1. Annual Increments and promotional benefits are given as per policy.
2. Financial aid is also granted as advance/ loan, House Building Advance, Marriage Loan, Car Loan, Wheat Loan and Festival Loan for Class IV employees.
3. Medical Reimbursement facility is available for staff under the guidelines of Haryana Government
4. Children Education allowance is also provided as per the rules of Haryana Govt.
5. Retirement Benefits- Pension, Family Pension, Gratuity, Leave Encashment.
6. GIS (Group Insurance Scheme) to support in the unfavourable circumstances.
7. Healthy and hygienic work environment.
8. Yoga and Meditation Programme for mental balance.
9. Workshops to update non-teaching staff with new amendments in pension rules, leave rules, pay revision rules and Medical Rules etc.

The college always comes forward to implement and provide the welfare schemes for its employees as and when it is launched by the government for teaching and non-teaching staff from time to time.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	00	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 16.56

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	7	2	4	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

To attain and maintain the quality of an institution, it is necessary to frame the policies/ programmes, practices and execute them in true spirit by the all the pillars of the institution. There are two crucial stakeholders in the college for planning of strategies and its execution in a well-structured manner. There are considerable number of parameters to asses the performance the teaching and non-teaching staff. The performance of each and every employee is assessed after the completion of academic session. Systematic measures are employed to understand the ability of the person.

The parameters which are designed to assess teachers' performance are stated below: -

- API
- ACR
- Feedback System

Haryana Govt. has introduced Performance based Appraisal System for teaching staff in the Govt. colleges from the year 2012 as per 6th CPC guidelines. There is prescribed Academic Performance Indicator (API) Performa for self-appraisal filled by the faculty members and verified by the IQAC. The teachers are required to obtain minimum API score covering all the three categories of API Performa for the promotion under Career Advancement Scheme of UGC and Haryana Government. The API Performa of all the years (5 Years from Senior to selection Grade and further to Pay Band-4) for level upgradation duly verified by the IQAC and principal of the college are sent to the Director Higher Education Haryana for its approval. Beside this, there is also a well-designed mechanism for teachers' appraisal system in which all the faculty members are required to fill Annual Confidential report (ACR) containing the information of teaching days, results and responsibilities, extra classes for weak students', annual duties, research details and In-service training programmes. Self-appraisal is assessed and evaluated and assign a grade (Outstanding, Very Good, Good, Average, Below Average) by the principal and forwarded to the Director Higher Education Haryana for necessary action. If the performance of a teacher is found below average, an explanation is called by the directorate and disciplinary action is taken against his/her if the reply is not found satisfactory.

At the end of academic session feedback from the students is obtained containing the qualitative and

quantitative parameters of teaching learning. The outcome of the feedback analysis is conveyed to each teacher for their encouragement and to take necessary action for improvement if necessary.

Non-teaching staff: -

The performance of non-teaching staff is evaluated on the basis of duties and responsibilities assigned to them, their regularity, punctuality, efficiency and sincerity to carry out their duties. At the end of academic session, every non-teaching employee has to fill up the self-appraisal proforma which is verified by the HOD in case of Laboratory attendant and further assessed and evaluated by the principal.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The mechanism for the audit is as per the directions and guidelines of the UGC and higher education department. The College has a committee for internal audit.

Internal Audit:

Internal audit of the college is done by the college bursar.The bursar checks and verifies all vouchers of transactions with reference to sanctioned budget and availability of the funds of the college. The convener of purchase committee along with the bursar of the college keeps a strict vigil on the process of purchase. In addition to this, stock verification committees are appointed by the principal at the end of each financial year to check and verify the available stock. Furthermore, the committee recommends the stock items to be written off, if found unserviceable. The Cash Books are prepared by the office staff regularly and got verified by the bursar and counter signed by the principal.

External Audit:

The external audits of the institution are conducted regularly as per the state Govt. instructions. The audit is conducted by the audit teams of Director Higher Education Haryana. Besides, the audit team of Accountant General Haryana conducts periodical audits. After the conduct of audit, Chief Accounts Officer, Govt. of Haryana releases the audit report. Financial Audit includes:

- Funds received from government agencies like Social Welfare Departments towards SC, ST, OBC and other minority scholarships are audited.
- Funding towards Placement Cell, Women Cell, Earn While You Learn, Lab Upgradation, Material and Supply and Office Expenses (O/E) conduct of Seminars, Conferences, Workshops are audited, and utilization certificate is submitted.
- The college collects fees from the students under various heads like Amalgamated Fund, University

Fund, Red Cross Fund, Radha Krishnan Fund, Abdul Kalam Fund, Sports Fund, Development Fund, Library Fee, Electricity Charges, NSS/ NCC fee etc. Cash Books and Stock Registers are maintained for different funds separately.

- The expenditure bills of all the Govt. Grants are submitted to treasury and the amount is transferred through RTGS/ NEFT to the vendor's bank accounts.

Internal and external audits: Documents are available with the bursar's office for perusal and verification. The last audit by AGCR was conducted during May-June 2012 covering the period from 2009 to 2012 and internal audit during September 2014 for the year 2013-14.

Further the grant received from the UGC is utilized as per norms and the get audited from the Chartered Accountant. The audited statements are sent to the UGC to settle the accounts. Apart from it there is a provision for external Audit in which an audit team from the Department of Higher Education visits the college.

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 10

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
10.00	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college adopts well planned strategies for mobilizing funds and optimum utilization of resources. The major chunk of funds received from the state government are termed as Govt. Grant. In addition to this, the

college receives development grant from the UGC, donation from philanthropists, membership fees from the alumni and fees from students. The govt grant is received under pre-defined Heads. The Major Heads include Salary, Placement Cell, Earn While You Learn scheme, Women Cell, Lab Upgradation, Material and Supply, Sports, Library, Office Expenses etc. The decision related to purchase under various heads are taken by the principal in consultation with the committee members to ensure the best utilization of allocated funds. The college follows guidelines and norms prescribed by the state government for purchasing material, in which quotation are invited from different suppliers and after comparing the rates of all desired items, a firm who has quoted lowest rate is selected, and order is given to supply the items as per the specification mentioned in the quotation with terms and conditions. Payment is released by treasury through NEFT to the supplier after delivery of respective goods/articles. All the transactions have transparency in terms of calling of the quotations at least from three vendors and billing to the supplier. The college administration ensures the quality and quantity of the supplied items. The college principal designates different conveners to keep and maintain the records of available resources (infrastructure).The conveners keep a vigilant eye on the proper utilization of these resources in an effective manner. The maintenance of these resources is ensured by the conveners and after the full utilization of the resources, these are disposed off by following the norms and regulation framed by the Condemnation and Disposal Department of Govt. of Haryana.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Initially, The IQAC was established on 15-10-2010 with the objectives envisaged by the UGC/NAAC and reconstituted from time to time as per guidelines issued by UGC/NAAC. The IQAC of the college deals with the quality measures like preparation of academic and activity calendar, formation of Mentor-Mentee Groups and ensure weekly mentor classes, formation of alumni association, extension/upgradation of existing infrastructure, maintain the records of teachers who attended OC/RC/STC/Workshop/FDP etc, organizing seminar/workshop for capacity building of teaching and non-teaching staff, to prepare AQAR of the college and submit the same to NAAC, to finalize API Performa of teaching staff etc. The major contribution for quality assurance strategies and process is witnessed in the following case studies: -

1. **Feedback System**:

Objectives

- To Evaluate the existing teaching learning environment and to take appropriate action for the improvement of poor performing areas.

The Context

The IQAC of the college has designed feedback Performa covering the different aspects such as college

administration, teaching-learning process, library, basic infrastructure etc. pertaining to four different stakeholders:

- Feedback form students
- Feedback from Parents
- Feedback from Alumni
- Feedback from teachers

The Practice

In order to achieve the desired objective, the feedbacks from different stakeholders are collected, analyzed in a transparent and unbiased manner. After feeding the data it is analyzed with interactive tables, charts and diagrams. The full feedback report with significant measures to enhance the quality is uploaded on the web portal.

Success Rate

Near about 70% responses from the students/parents, 100% from the teachers and 20% responses from the alumni are received and analyzed.

Problems Encountered and Resources Required

Despite the best efforts of the IQAC, the quantum of feedback received from the alumni is far from the satisfactory level. The alumni association needs to organize such interesting and motivating activities regularly that can attract more and more alumni enthusiastically.

Bulk SMS Service:

The IQAC of the college has introduced bulk SMS service especially for the students to disseminate the important notices among the students. The bulk SMS service is provided by the "*Text Guru double M technologies*" on annual basis. All the students of the college are informed through this service regarding important activities/dates such as Examination form filling, Scholarship dates, Commencement of Examination etc. In addition to the students, the service is extended to the teachers also.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Technology is playing a vital role in all spheres of life including teaching-learning process. Therefore, the IQAC of the college has adopted the latest technological tools to make the teaching-learning process more and more effective. The following methodologies have been adopted by IQAC to review the learning outcomes and take the corrective measures:

1. *Smart class*: The concept of Smart class has been introduced in the college in order to enhance the quality culture in academics. At present eleven wi-fi enabled smart class rooms are functioning in the college and all are insured from a reputed company.

2. *Lesson plan:* In the beginning of the semester, IQAC encourages the teachers to plan their teaching work in advance and execute it well. IQAC monitors and reviews the implementation of lesson plan.

3. *Mentor-mentee:* Every students of the college is attached with a mentor and IQAC has established a system to organize weekly mentor classes to discuss various problems pertaining to their academic growth and mentors provide quick solutions to the problems of the students at their own level or with the help of college administration.

4. *Feedback:* The IQAC has well designed mechanism to receive feedback from students as well as from other stakeholders. After receiving the feedback, it is analyzed, and corrective measures are taken to improve the teaching-learning environment.

5. *Tests and assignments:* In coordination with the university, the IQAC has set up a system to evaluate the course outcomes through class tests, assignments, presentations, discussions etc at periodic intervals. The students are awarded with internal assessment marks based on their performance in these activities.

6. *Workshops/Extension lectures:* IQAC encourages all the Hods to organize workshop/ extension lectures on important themes to enrich the overall knowledge base of the students. A few examples of such activity are given below:

The Department of Mathematics organized four days workshop on the "Visualization of Concepts of Real Analysis" in collaboration with an NGO "Mathematical Community" from 28 Aug -31 Aug 2018.

Govt. College Hansi has been chosen as an examination centre for national level Exam of Madhava Mathematics Competition, conducted by HBSCE (TIFR, DAE).

7. Automation of Library and Digital ID cards: The college library is fully automated with SOUL software and the students are provided digital ID cards through which the books can be issued to the students by scanning their details easily.

8. LMS-The Learning Management System emerges directly with e learning. The college has developed an LMS through ERP in which the faculty members are encouraged to upload their video-lectures, training programmes that are mapped with Shiksha Setu App so that students can download these lectures and programmes whenever they require.

9. **Introduction of Shiksha Setu App-**Higher Education Department Haryana encourages more and more students to be technology friendly and use ICT as much as possible. The Department has launched an application named as **Shiksha Setu** that provides the students a portal to quick access to time-table, attendance, lesson plan, video lectures, virtual labs etc.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

The IQAC has taken various steps on the recommendation of NAAC peer team visit for Cycle-1 held in

2003.These actions include:

1. **Library Automation**: The automation work was done in college library in 2013 using SOUL software. All the books purchased after 2014 are also incorporated in the automation process.
2. **IQAC**: The IQAC has been set up with effect from 2010 and it works relentlessly to improve the quality of education in the institution.
3. **Placement Cell**: Placement cell has been established in the college in the convenership of a senior faculty member. Various extension lectures are organized by the Cell focussing on Personality Development, Communication Skills, Career Opportunities in various fields etc. The college students participate in job fairs organized at district level.
4. **Organization of Seminars and Workshops**: The IQAC organizes National/ State level workshops for capacity building and to promote quality culture. In addition to these, all the HoDs are encouraged to organize such events regularly.
5. **Introduction of courses like E-Commerce, Functional English**: The subjects recommended by NAAC peer team like Ecommerce, Functional English, Yoga and Meditation have been introduced in the college. In addition to this, some job-oriented subjects/courses have also been started in the college which include BCA, Subject of Computer Science, B.Sc (Honours) Mathematics, Psychology, PGDCA.
6. **Language Lab**: The college has set up a language lab with sufficient number of computers. A senior faculty member of the English department has been given the responsibility to enhance the soft skills of the students.
7. **Wall Magazine and Internal Seminars**: Every department has a separate wall magazine to display departmental activities. The departments regularly organize internal seminar to motivate and enhance the presentation skills of the students.

Besides these, the college has taken many other quality initiatives like:

- Rain water Harvesting
- Additional Teaching block
- New Library
- Aadhar based Biometric Attendance
- Fully Computerized administrative office
- LMS
- HRMS
- MIS
- Online Billing System
- Online Admission System
- Multipurpose Hall
- Seminar Hall
- Gymnasium
- Central RO System
- Solar Power System
- Energy Conservation
- Constitution of Alumni Association
- Bulk SMS Service
- Feedback System
- Online ACR
- Smart Classrooms

- Lease line for Internet
- Provision of Wi-fi
- CCTV Camera for Monitoring and Security Purpose
- Campus Beautification
- Organization of Inter-College Sports and Cultural events
- Development of College Web Portal
- Social Media Platform through Facebook, Twitter.
- Documentary on social issues.
- Uninterrupted Power supply through generator system.
- Energy Conservation through LED bulbs
- Shiksha Setu App
- Online examination portal for filling exam forms, Internal assessment.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 9

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	2	2	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

> 1. **Institution shows gender sensitivity in providing facilities such as:**
>   1. **Safety and Security**
>   2. **Counselling**
>   3. **Common Room**

Response:

Safety and Security

- The College follows exhaustively and explicitly all safety measures in all respects.
- The Internal Complaints Committee (ICC) named as Sexual Harassment, Grievances and Redressal Committee has been constituted in the college under "**The sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013**" referred to as "**The Act. 2013**". ICC resolves complaints from students, teaching and non-teaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression**.** The college has very healthy environment for girl students as well as for transgender.

The college is committed to provide a safe and conducive work and academic environment to students and its employees.

Anti-Ragging Committee is formed as per the UGC guidelines. Teachers perform proctorial duties throughout the campus area- rooms, corridors, labs, playground, library, labs, outside Girl's Common

Rooms. etc. to check and monitor the mischievous elements creating nuisance and take necessary action whenever needed. Students at the time of admission sign an affidavit and submit it to the college regarding their non- involvement in ragging activities. All the proctors are allocated a particular area for proctorial duties and they make sure that there are no instances of ragging and harassment of the students anywhere in the campus. Anti-ragging posters are displayed at all prominent places within the campus and women helpline numbers are prominently displayed. Due to the strict vigilance of the college administration, not a single incidence of ragging has been noticed in the college till date.

Main gates are guarded and entry points are screened through CCTV. Safety and security of all the students and staff is ensured through CCTV which are installed at many places. Besides these the Govt. of Haryana has devised a policy to ensure safe journey of the girl students studying in Govt. Colleges by providing 181 special buses from feeding areas of the colleges.

Counseling:

The college has consistently strived to address contemporary issues like gender, women concerns, transgender issues, safety and security etc. through its academic content and extension lectures. The Women Development Cell of the College is very active in this direction.   Self-defence classes are organized for the girl students for life skills and to face difficult situations and make them independent, active and aware. The girl students are also informed about **DURGA SHAKTI App** and toll-free no. 1091 by the police officials. Various activities are organized in the college for the girls students to facilitate self-development and nurture them so that they become aware, active and energetic. Eminent personalities and experts are invited from the industry to conduct workshops and various sessions and lectures related to women safety and security like self-defence, cyber-crime, police training and so on. Besides these, the Legal Literacy Cell of the college also organizes extension lectures and seminars on legal rights and duties, Domestic Violence Acts, SC/ST Act, Minority Section Rights etc.

Common Room:

There is a   separate common room and shaded area in the college for girl students and it is monitored through CCTV cameras. There are separate toilets for gents, teaching staff, boys and girls. Pigeon holes are provided to some of the girl students to keep their valuable accessories/ books under lock and key. Sufficient concrete benches donated by philanthropists are placed in the shaded area for the convenience of students. Sanitary Pad vending machines are installed in the common room of girls. Under the Women Development Cell, a lady peon is hired for girl students.

7.1.3 Alternate Energy initiatives such as:

> ### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 5.55

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 3043

7.1.3.2 Total annual power requirement (in KWH)

Response: 54841

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 4.24

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 0.549

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 12.959

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The college staff as well as the students are highly motivated with *Swachchh Bharat Abhiyan* run by the Govt. of India all over the country. The students are taught the principle of 5 R's (Refuse, Reduce, Reuse, Recycle, & Recovery) in their Environmental Studies classes with concrete examples.

Every action has been taken by the college administration to keep the campus green and clean. Several dustbins have been placed in the college building and lawns . The students as well as college staff are advised to put the waste material in the dustbins. The sweepers of the college are strictly directed to empty all the dustbins at least once in a day. All the collected waste material is sent to the Municipal Collection Centre for appropriate disposal. The college administration has planned to set up a solid waste management plant in the college campus.

- **Liquid waste management**

The college takes due care in the disposal of hazardous liquid waste generated in Chemistry labs. These liquids are disposed off in the sewerage tanks after proper dilution. In addition to this, the other liquid waste of toilets, RO-system are drained through the municipal main drain.

E-Waste Management

E-waste: Since the college has adopted ICT tools at the very beginning of technological advancement, a large amount of E-waste is generated in terms of obsolete computer systems including monitors and CPUs, unserviceable printers, photocopiers, Floppies, CD/DVD, mouse, keyboards, vacuum cleaner etc. The college has adopted proper mechanism to dispose off the e-waste as prescribed by the state Govt. A committee of faculty members of Computer Science department was constituted to identify the various unserviceable articles covered under e-waste. On the recommendation of the committee a proposal was sent to the Directorate as well as District Administration. Following the proper procedures, the directorate has directed HARTRON to take necessary action for the disposal of e-waste of the college.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Every year in Monsoon our nature gives us life in the form of rainfall, but a little bit of it is stored in the soil, dams, lakes etc. and remaining water get washed in rivers. At the time of rainfall, we do not pay attention to that running water but when the water level goes down only then we think of it. At that time we can't do anything but to face water scarcity. "When the well is dry, we learn the value of water". Now a days we are reaching to the heights of development and covering all Earth surface by cement and concrete material forgetting that we are closing the route of water. It directly affects our ground water level and we face water scarcity. If this condition goes on, our new generation will face a high-water problem for drinking and agriculture purposes. Keeping in view the prevalent climatic conditions and over exploitation of precious ground water resources, the college administration has taken initiative to contribute

significantly by recharging the ground water to save the precious resource for the welfare of humanity. Due to the vast built up area , there is a great scope to harvest considerable amount of rain water. The state Govt. has introduced JAL SHAKTI ABHIYAAN to conserve water resources. To support the efforts of the Govt., the college has initiated a step forward by installing rain water harvesting system in the college at two ideal locations.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The majority of the students of the college belong to rural areas located in the vicinity of the city. The students prefer to come to college either by bicycles or use public transport. To encourage the students, to use public transport, the college has set up hassle free mechanism for providing the students bus passes at very subsidized rates.Furthermore, the faculty members also contribute in reducing carbon footprints by practicing Car Pooling.   The Govt. of Haryana has also come forward with a green initiative to provide Govt. buses to the girl students to commute from home to college.

- **Plastic-free campus**

The college administration has issued strict instructions to make campus plastic free. The college has successfully achieved the target of *"SINGLE USE PLASTIC FREE CAMPUS"* .   Students are discouraged to carry polythene bags by creating awareness regarding hazardous impact of the polythene on environment.

- **Paperless office**

- Most of the office work is digitized and paper less from the very beginning of academic session right from admission process to the declaration of results. The main paperless activities include:
- Online Admission
- Online Scholarships
- Online Examination forms
- Online submission of internal assessment and practical awards
- Online release of result

- Online release of Marks Sheets
- Online Billing system
- Online submission of ACRs of the teachers
- Biometric attendance system
- Learning Management system
- Online service records of employees through HRMS and MIS
- Maximum correspondence of the college is done through e-mails.

- **Green Landscaping with Trees and Plants**

Govt. College Hansi is a place where environment friendly practices and education grow together to promote sustainable and eco-friendly practices in the campus. The college is leading in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Major initiatives for green practices include:

- Solar Power Plant
- E-waste management
- Rain Water harvesting
- Tree plantation
- Increasing use of LED Bulbs

The college celebrates VAN MAHOTSAV every year during the monsoon season in which NSS/ NCC units of the college plant trees in the college campus. The faculty members, social workers, alumni make this event more than a festival and take pledge to nurture the plants during their stay in the college.

File Description	Document
Any additional information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 7

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	1	1

File Description	Document
Report of the event	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 77

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
27	18	16	10	6

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Every year college organizes several national festivals and birth/death anniversaries of the great Indian personalities. The students celebrates all the festivals and days enthusiastically by breaking all the boundaries of caste and religion. The details of the activities of national festivals and birth / death anniversaries of the great *I*ndian personalities are as under:

State /National Festivals

- Lohri
- Republic Day
- Independence Day
- Teej
- Raksha Bandhan
- Karwa Chauth

International and National days are celebrated by the college to inculcate in the students the spirit of patriotism, unity in diversity, ethics and moral values, duties and responsibilities, humanity , awareness of human rights, sensitivity towards gender parity/ old age people, respect of teachers, cleanliness and health awareness, physical and mental fitness etc.

- National Youth Day (12th Jan on the birth anniversary of Swami Vivekananda)
- International Women Day (8th March, celebrated by Women Development Cell)
- Pi Day (14th March, celebrated by Mathematics Department)
- Shaheedi Diwas (23rd March, to pay tribute to Bhagat Singh, Rajguru and Sukhdev)
- International Yoga Day (21st June)
- Hindi Diwas (14th September, celebrated by Hindi Department)
- Haryana Hero's Martyrdom Day (Celebrated in the memory of Rao Tularam on 23rd September by Department of History)
- Gandhi and Lal Bahadur Shastri Jayanti (2nd October celebrated as Swachhta Diwas & Kisan Diwas)
- National Unity Day (31st October, birth anniversary of Sardar Vallabh Bhai Patel. Run for unity and integrity programme are organized)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Transparency in Financial System:

Internal and external audits are conducted regularly in the college as per norms of state Govt. Admission fees is deposited online through payment gateway provided by Higher Education Department, Govt. of Haryana. Scholarships and free ships are deposited directly to the bank accounts of the beneficiaries as their bank accounts are linked to their unique ID Aadhar.

The salary system is also online, and salary bills are prepared through e-salary system.

Transparency in Academic Functions*:*

Academic functions of the college include admission process, internal assessment, lesson plans and attendance of the students. The college is very objective towards the admission procedure and internal assessment marks of the students. All the admissions are made as per the Reservation Policy framed by the State Govt. through online process, in which merit lists are generated online and displayed on the college web portal as well as college Notice Board. Lesson plans are prepared by all the faculty members well in advance and communicated to the students by the subject teachers and uploaded on college web-portal as well. The evaluated answer books of class tests/ assignments are distributed to the students for a while and their grievances, if any, are resolved by the concerned teachers. The final internal assessment marks are displayed on the Notice Board and the students are asked to approach the concerned teacher if they find any discrepancy in it. Since there is weightage on the basis of attendance in internal assessment, the students Attendance Registers are maintained properly by the teachers.

Transparency in administrative and auxiliary functions:

The college adopts full transparency in administrative and auxiliary functions. Biometric attendance system is in operation for the attendance of college staff. Leave record is maintained properly in the prescribed format and the signature of the concerned employee is taken against each leave entry. Annual duties are assigned to the staff at the beginning of each academic year. Signatures are obtained of the concerned teaching and non-teaching staff and duty list is uploaded on the college web portal for the future references. The list of prize winners is prepared as per the achievements of the students by the prize committee and displayed on the college Notice Board to invite objections, if any, from the students. The provisions of RTI Act are fully complied with by the college administration. There is a proper mechanism maintained in the college to reply all the information sought by the appellants. The information of RTI section 4-1(B) regarding the RTI officials designated in the college such as SPIO, ASPIO and First appellate Authority on the college web portal for the convenience of public.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1.Title of the Practice: Rain Water Harvesting

Objectives of the Practice:

Keeping in view the prevalent climatic conditions and over exploitation of precious ground water resources, the college administration has taken initiative to contribute significantly by recharging the ground water to save the precious resource for the welfare of humanity by optimum utilization of rain water.

The Context

Due to the vast built up area, there is a great scope to harvest considerable amount of rain water. The state Govt. has introduced JAL SHAKTI ABHIYAAN to conserve water resources. To support the efforts of the Govt., the college has taken a step forward by installing rain water harvesting system in the college at two ideal locations.

The Practice

Groundwater recharge is the enhancement of natural ground water supplies using rain water recharge system. The college has two vast built-up areas which are known as Old Teaching Block and New Teaching Block. On the request of college administration, the Directorate has sanctioned a budget of Rs. 13.03 lakh to set up RWH system in the college. The project has been completed by Public Works Department, Govt. of Haryana. Firstly, the RWH system has been set up in the New Teaching Block. After that Old Teaching Block has also been covered in this system. The three main components of Rain water harvesting system include catchment, collection and optimal use of rain water.

The catchment area includes roof tops of Old Teaching Block, New Teaching Block and Multipurpose Hall. Rain water that is collected on the roof top of the building is diverted through 6" drain pipes to a filtration tank (for bore well, through settlement tank) from which it flows through 12" PVC pipes into the recharge well. Further the collected rain water from roof tops is used to recharge ground water reserve, it is passed through a desilting pit with a depth of more than 45 meters, before entering the aquifer. The settlement tank facilitates the settling down of suspended material i.e.. silt and other floating impurities before the water recharge the aquifer.

Evidence of Success

The college has two teaching blocks and both the teaching blocks are covered under RWH system. In this way, college contributes significantly in preserving the precious water resource by recharging the ground water level.

Problems Encountered and Resources Required

Being a Govt. institute, the college has no administrative and financial rights to set up such a system which demands huge financial resources. That is why, the college administration has to approach Higher Education Directorate to establish RWH system. Only after the approval from the Directorate the college administration initiated the process.

2. Title of the Practice   FEEDBACK SYSTEM

Objective

- To Evaluate the existing teaching-learning environment and to take appropriate action for the improvement of poor performing areas.

The Context

The IQAC of the college has designed feedback proforma covering the different aspects such as college administration, teaching-learning process, library, basic infrastructure etc. pertaining to four different stakeholders:

- Feedback form Students
- Feedback from Parents
- Feedback from Alumni
- Feedback from Teachers

The Practice

In the present era, the teacher-student relations in any educational institute play a crucial role in the development of the students in particular and the institute in general. To determine the capabilities of students, they are being evaluated through the process of well-defined examination systems. At the same time, for determining the capabilities of teachers, a feedback system is required to be kept in place. Feedback mechanism system ensures a detailed analysis of the performance of the teachers with respect to the various parameters. The feedback system involves collecting the duly filled feedback forms from the students through their mentors and then the data is stored in the excel sheets and analyzed through various tests and a final report is generated with all outcomes in the form of charts, diagrams, and graphs. Questionnaires are of primary importance in any feedback mechanism system and in this project, a questionnaire of twenty seven questions is prepared on the basis of which students give feedback on a scale of 1 to 5, with 1 being the poor and 5 being the excellent. The bifurcation of 27 questions is done in following manner :

- Library administration- 4 Questions
- College Administration/ Physical infrastructure – 9 Questions
- Teachers Specific Questions – 14 Questions

In order to achieve the desired objectives, the feedback forms from different stakeholders are collected, analyzed in a transparent and unbiased manner. The full feedback report with significant measures to enhance the quality is uploaded on the web portal. It provides a proper feedback to the concerned teachers and hence can help to have good results as the teachers concerned would then work on their weaker points as the same would be reflected from their individual feedback report.

Success Rate

Near about 70% responses from the students/parents, 100% from the teachers and 20% responses from the alumni are received and analyzed.

Problems Encountered and Resources Required

Despite the best efforts of the IQAC, the quantum of feedback received from the alumni is far from the satisfactory level. The alumni association needs to organize such interesting and motivating activities regularly that can attract more and more alumni enthusiastically.

The aim of the project is to reduce the time for getting feedback data and provide an in-depth analysis about the performance. The existing manual system for the same takes a lot of time for analyzing the performance and the manual processes are susceptible to errors. Instead of collecting through offline mode, the online feedback mechanism ensures a time saving, eco-friendly and fair feedback to the concerned faculty involved, but due to the poor background of the students, college is unable to go ahead with the online mechanism.

3. Title of the Practice SANDHI SETU ALUMNI ASSOCIATION

Objectives of the Practice

- To bring old students together to exchange nostalgic feeling, ideas, thoughts and their experiences.
- To promote and foster mutually beneficial interaction of the Alumni and the present students of the college and among the Alumni themselves.
- To provide the forum to establish a link of the alumni, staff, and students of the Institute.

The Context

The college administration realized that Alumni Association of an institution can play a crucial role in the upliftment of the institution. The college was celebrating the Golden Jubilee of its establishment in 2018, and on that occasion it was decided that the Alumni Association is the need of hour for the college. A committee of senior faculty members was constituted to take necessary initiatives for this purpose.

The Practice

"Never regard your study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs." –Albert Einstein

Feeling a duty to give back to institution of the learning what alumni acquired from it. With renewed fruitful learning experienced in their lives, the alumni synchronize their institute and society to make a better place for learning. The college celebrated Golden Jubilee of its foundation (as the college was established in 1968 as a private college, further taken over by Govt. in 1980) in 2018 and decided to form an Alumni Association and to develop an alumni network for connecting with their Alma-Mater for mutual benefit.

Govt. College Hansi has produced several renowned personalities including Professors, Teachers, Lawyers, CAs, Businessmen, Army Personnel, Police Personnel, Contractors, Bankers, Social Workers, Politicians, Entrepreneurs, etc. The alumni started their contribution to various initiatives launched by the college. The IQAC of the college conducted a Poster Making Competition for the Alumni Association logo and slogan writing competition for the nomenclature of Alumni Association. The best logo was finalized by the IQAC for the Alumni Association logo and Sandhi Setu nomenclature was recommended by the IQAC for Alumni Association. The Alumni Association formally got registered on 24th May 2018 with

registration number 2599 in the office of Registrar of Society with the twelve-founder members. A special drive was initiated to add new alumni in the Alumni Association in the month of August 2019 and 205 new alumni joined the association and the number reached at 262 in total. The office bearers comprise of Dr. Dalbir Singh, President (Batch 1977-81-Arts), Sh. Keshav Jangra, Vice-President (Batch 2005-08-Commerce), Sh. Balbir Singh Verma, General Secretary(Batch 1970-73-Arts) and Ms. Jyoti Rani (Batch 2012-15-Arts) Sh. Sunny, Treasurer (Batch 2006-11-Arts). Sandhi Setu Alumni Association has always been source of support and inspiration for the students and teachers. The association has its own written Constitution elaborating aims and objectives, eligibility, membership fees, administration, duties of office bearers, rights of members, termination of membership, rights of executive members, Finance and accounts, meetings, elections, amendment of rules and bye laws, audit and inspection of books etc. Sandhi Setu Alumni Association of the college has organized "Alumni Felicitation Ceremony" on 11th January 2020 to felicitate the alumni of college since its inception.

Evidence of Success

Within a short period of less than two years of the formation of Alumni Association, more than 300 alumni have joined the association and contributing significantly for the upliftment of their Alma- Mater. On the Alumni Felicitation Ceremony on 11th January, 2020 the association received donations of more than 1,18,000/-.

Problems Encountered and Resources Required

Despite the best efforts of the Association, the target of resource mobilization is far behind the set benchmark

4. Title of the Practice   BULK MESSAGE SERVICE

Objectives of the Practice

To facilitate the students with the most effective way of communication.

The Context

Previously the college had only the traditional way of disseminating the information by way of displaying notices, circulars on the college Notice Board. But many of the students could not get through the notices in time due to various reasons like carelessness, overlapping of notices, notices being torn by the students.

The Practice

Keeping in mind the problems faced by the college administration to disseminate the information of important notices to all the students, it was decided to introduce Bulk Messaging Services to improve the information network. For this a committee of faculty members from Computer Science department was constituted to purchase the service from the service providers on annual basis. The committee finalized *Text Guru double M technologies* and purchased a plan of 30000 SMS for the academic session 2019-20 for Rs. 3000. The amount is manged from the college resources. Further, mentors were directed to collect the genuine and operation at mobile numbers of their mentee, and to inform the mentee about the service

provided by the college. Now the college administration takes the benefits of this service from time to time by sending messages on important and time bound activities like deadline of scholarships/ examination applications, Earn While You Learn Schemes, cultural activities, internal assessment etc.

Evidence of Success

The college is successfully operating the Bulk Message Service and all the students are benefited from it.

Problems Encountered and Resources Required

Some insignificant problems arise like bounce back of messages due to wrong mobile numbers provided by the students. Besides this, some students belong to poor families and do not possess individual mobile phones and provide the mobile number of their guardians and sometimes, the guardians do not pass on the information in time to their wards.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The Vision of the Institute focuses on four aspects essentially: Quality and Value-based Education, over all Personality Development, exploration of knowledge and to produce good human beings for the Nation. The Institute has established its distinctive approach towards this comprehensive Vision. The college is distinctive as regards to academics and sports.

Excellence in Academics:

With the thrust of academic excellence, Institution motivate and support students to participate in various district/ zonal and state level competitions. The students of the college have earned a reputation in the state. In the Geography quiz Contests organized at state and inter-state levels the students have won various prizes and trophies. Evidences of success proves distinctiveness of the Institution. In the district level science exhibition held in 2019 , the students of the college brought glory to the college by winning first prize in Geography Model, 2nd prize in Computer Science Model, best explanator in Chemistry and Computer Science department. As far as the University Examinations are concerned, the student named Karuna of B.Sc. faculty got 5th position in the Kurukshetra University merit list in 2016-17. Other student

named Pinki of B.C.A. III got 4th position in Kurukshetra University merit list in 2016-17.

Furthermore the college earns distinctiveness by running courses like B.Sc. (Hons) Mathematics, PG diploma in Yoga and Mental Health as the college is unique in terms of providing these courses as no other the college under Guru Jambheshwar University of Science and technology offers these courses. The college also organizes Madhava Mathematics Competition, a national level competition contributing towards the initiative of HBSCE(TIFR, DAE) and coordinator of the exam is Mathematics Faculty member of the college .

Excellence in Sports:

The college excels in various sports events, especially in Karate and wrestling. Many students of the college have represented the college at national and international level and have achieved top positions. A separate Gymnasium Hall has been constructed to maintain the excellence in this field.

5. CONCLUSION

Additional Information :

Additional Information

The college has taken a **Green Initiative** with effect from 11-01-2020. This is a joint venture of Govt. College Hansi and Sandhi Setu Alumni Association, Govt. College Hansi. In fact, a felicitation ceremony was organised by the Alumni Association on 11-01-2020 in the college campus in which the alumni of the college from the first batch to 2018 batch were felicitated by the association. Furthermore, the founder teachers, Principals and Professors were also invited and their contribution in the development of the college was acknoledged. After the conclusion of Felicitation Ceremony, a meeting of General body of the Association was convened by Dr. Dalbir Singh, President of the Association. It was realized by the General Body that the pollution is steadily increasing in the environment which is gradually becoming a havoc for the layman of the region. It was unanimously decided that the Association will start a Green Initiative with the cooperation of the college. The detail of the initiative is given below:

Name of the Green Initiative: Paryavaran Mitra

Action: It was realized that there are about 2000 students studying in the college. Most of the students use **Ball Pens** and after using it, majority of students adopt **'Use and Throw'** practice and throw the used Ball Pen and purchase a new one. In this way a large amount of **plastic waste** is generated by the college students which is very harmful for the environment. Two boxes named as **Paryavaran Mitra** have been placed by the Association in each teaching block and the students are advised to put their used ball pen in the box instead of throwing it in the dustbin. The Association collects these ball pens and distribute among poor and needy students free of cost after refilling these pens. In this way a considerable number of ball pens are reused, and the students are motivated to minimize 'Use and Throw' practice and a feeling of Environment Protection is inculcated among students.

Concluding Remarks :

The college is serving the educational needs of nearby areas especially the vast rural hinterland characterized with poor educational and socio-economic background for the last 51 years. It is the only co-educational higher educational institute in the city. It has achieved various milestones during its journey in terms of development of infrastructure, diversification of courses, increasing strength of girl students. It has produced a number of renowned lawyers, professors, teachers, politicians, army personnel, police officials, business tycoons and social workers. It is committed to work relentlessly for the upliftment of downtrodden, women empowerment and above all to produce good human beings.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented 1.2.2.1. Number of programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 2 Answer after DVV Verification: 3
1.4.1	Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise Answer before DVV Verification : A.Any 4 of the above Answer After DVV Verification: A.Any 4 of the above
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 22 Answer after DVV Verification: 0 Remark : Neither list of teachers nor relevant geotagged photos of teachers using ICT for teaching with LMS, E learning provided
3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years 3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
3	3	0	2	4 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
3	3	0	1	3	

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)
	4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2.50000	0.75662	3.01033	1.99997	2.00000

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.00	0.00	0.00	0.00	0.00

Remark : Mere mention of library int he statement of accounts does not infer to the purchase of books and journals

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) during the last five years.
	5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	2	0	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	2	0	1	1

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year
	5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
25	15	11	14	15

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	13	6	8	7

5.4.2	Alumni contribution during the last five years(INR in Lakhs) Answer before DVV Verification : <1 Lakh Answer After DVV Verification: <1 Lakh Remark : Statement of accounts certified by CA nor HEI finance officer not provided as required

6.2.3	Implementation of e-governance in areas of operation
	
	    1. Planning and Development
	    2. Administration
	    3. Finance and Accounts
	    4. Student Admission and Support
	    5. Examination
	
	    Answer before DVV Verification : A. All 5 of the above
	    Answer After DVV Verification: C. Any 3 of the above
	Remark : Revised as per the newly provided valid screenshots with caption.

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years
	
	   7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years
	    Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	2	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	2	2	2

    Remark : Revised considering the reports and photographs of the programs only with focus on gender equity/promotion.

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	0	0	0

	Answer After DVV Verification :					

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	1	2	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	1	1

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of programs offered year-wise for last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	5

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	5	5	5