



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	DR B R AMBEDKAR GOVT COLLEGE, JAGDISHPURA, KAITHAL
• Name of the Head of the institution	Ms. Sunita Arora
• Designation	Officiating Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01746269800
• Mobile no	7015823100
• Registered e-mail	gckaital@gmail.com
• Alternate e-mail	govt_gckaital@rediffmail.com
• Address	Dr. B.R. Ambedkar Govt. College, Jagdishpura, Kaithal
• City/Town	KAITHAL
• State/UT	HARYANA
• Pin Code	136027
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Kurukshetra University Kurukshetra				
• Name of the IQAC Coordinator	Sushil Kumar				
• Phone No.	9416366477				
• Alternate phone No.	01746297900				
• Mobile	9416366477				
• IQAC e-mail address	shilu_online@rediffmail.com				
• Alternate Email address	shiluonline2@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	www.gckaitthal.ac.in				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.84	2021	31/03/2021	30/03/2026
6.Date of Establishment of IQAC			01/07/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Higher Education Department Haryana	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	6
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Decided to continue activities, competitions and webinar through online mode	
Mentor-Mentee meeting to be conducted through online mode as well to resolve student centric issues	
Verification of Teaching staff API's for appraisal	
SOP's of COVID-19 appropriate behavior to be followed in the institute	
NAAC inspection got conducted in March 2021	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
COVID SOP's to be followed during physical classes	Followed
Learning through ICT based technologies	Meet, Webex, Youtube etc. were used for online teaching
Decided for NAAC accreditation	Accredited with Grade 'C'

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>IQAC</td> <td>28/01/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	IQAC	28/01/2022
Name	Date of meeting(s)				
IQAC	28/01/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>Nil</td> </tr> </tbody> </table>		Year	Date of Submission	2020-21	Nil
Year	Date of Submission				
2020-21	Nil				
15. Multidisciplinary / interdisciplinary					
16. Academic bank of credits (ABC):					
17. Skill development:					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):					
20. Distance education/online education:					

Extended Profile

1. Programme

1.1

360

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 995

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 220

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 293

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 51

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 39

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	360
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	995
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	220
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	293
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	51
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	39
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	5
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	132
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college is affiliated with Kurukshetra University, Kurukshetra that has complete control of syllabus, schedule of admissions, schedule of teaching days, schedule of exam and winter and summer vacations. College is supposed to follow the prescribed syllabi, which are prepared by the university as per changing scenario in the education system. The college implements the prescribed course contents, teaching schedule and activities as decided by the university. However the teachers may send their suggestions to the university, regarding syllabus in their respective subjects. Curriculum is the basic requirement of the institution--- teacher and the taught. the teaching staff of the college is very particular and pays special heed towards it. The principal conducts meeting of the teaching staff in the month of June end or July every year before the admission process starts. The teachers are advised to download the curriculum of their respective classes and subjects from the University web site. Teachers are asked to study and understand the syllabus properly, prepare the lesson

plan and complete the syllabus before the university examination. The Lesson Plan is also uploaded to College portal where students can easily download it. The teachers emphasize the ethics and moral values while teaching their topics and make sincere efforts for the holistic development of the students. The college follows the feedback system for the students and the teachers.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As being affiliated college the academic calendar is provided by Kurukshetra University, Kurukshetra which is followed in letter and spirit every year. Since the University's curriculum is divided into 2 different semesters i.e. Odd & Even semesters, academic calendar is prepared for taking care of both the semester as well. The schedule of other college activities such as cultural, sports etc are decided under the guidance of college Principal. The committees are constituted to carry out their specific task every year having 3 to 4 staff members of the college every year. All the activities of the college are planned in advance and are communicated to all the stakeholders through notice and website. As a results all are able to plan and prepare for these activities in time. Once the calendar is finalized, the college tries its best to ensure that it is implemented and executed in better spirit. Reports of all the activities are recorded in their respective Activity Register in the college

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

C. Any 2 of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
0	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
1	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

498

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Ethics have a bigger role in life. These make our life viable and sustainable. Students are advised to be courteous and practical in life. They are taught how to be well behaved in their life. Treat others as they themselves want to be treated by others. The curriculum designed by the university has included human values, social ethics and values, environmental studies etc. Different activities relating to gender issues are conducted by the college through Women Cell.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

60

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	http://gckaithal.ac.in/Feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
429	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
267	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
Learning level of each student varies, no doubt. Even then the fundamental of each subject is expected to be learnt by both the slow learner and advance learner. After admissions in the college, by way of test and assignment given to students twice in a	

semester the basic learning aptitude of student is evaluated. Through constant motivation by teachers in their class the efforts are made to uplift the aptitude. Finally university exams are also held semester-wise to assess the learning level of the students. Remedial/Special classes are also held by the teachers of the college by taking due permission from the Principal where ever required. For advanced learner special lectures are organized from the professionals from Private and Public sector under Placement Cell of the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1008	51

File Description	Documents
Any additional information	No File Uploaded

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

A student is a centre of all aspects of education. The chief aim of education is to lift, uplift and over lift the student. So student centric methods are employed to get the end. 1. Learning by doing is a method used by the teacher. Students are advised to communicate by means of presentations in the class to build their confidence. Secondly practicals are conducted in all science subjects where ever required. 2. Group discussion are organized in class by dividing in groups in view of the number of the students. A topic from syllabus is given for discussion and then one group explains the topic, concept of the topic, and the second group puts questions. Hence the students learn from their peer classmates. The method involved all the students and involvement leads to inclusive education. Rationality is a remedy for all problems in classrooms and out of classrooms. Teachers at this college discourage cramming of the content or the syllabus. They

try to ignite the minds of the students instead of filling their minds with information alone. Inductive and deductive method are used to sort out the problems in classrooms, playground and canteen.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The main theme of the ICT is to provide "Effective learning for all at anytime and anywhere". Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms. The use of multimedia teaching aids like, LCD projectors, internet are usually in use in smart classrooms. Sufficient number of books, Journals and e-journals are available in the library. Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

4

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous internal assessment is used by the teacher to reflect, review and improve their teaching and reduce rote learning. The teachers also provide all students with including those special needs and belonging to marginalized groups (with the feedback) to improve their learning so as to bloom their potential fully. Student's learning does not take place only in classrooms. It goes on all the time ever when they interact in the social setting with their families and community beyond college which does play a significant role in shaping their personality. Therefore evaluation process needs to capture their learning, experience and responses to diverse situations as well. for this purpose not only written evaluation in the form of tests and assignment are given but also regular seminars and group discussions are conducted by the college. On the basis of Attendance, test and assignments the teachers indentify the sport each students needs to progress indivisibly. It also support students to assess them through reflection, seeking ways to regulate and improve learning by himself. The university has prescribed the following pattern for the division of (20) marks of internal assessment: - 1. Assignments (10) 2. Attendance (05) 3. Test (05) The processes is totally transparent and robust as every test is shown to the student in the classroom and necessary rechecking or correction etc. is done by the teacher wherever necessary. Absenteeism is conveyed to student regularly after every month. In the college a senior teacher is being appointed as registrar and assisted by two other teachers and one clerk who maintain all record regarding examination and internal assessment done with Kurukshetra University, Kurukshetra..

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Grievances arise on the part of the affiliating university as all type of Theory and Practical Exams are conducted by it. So college is not having any kind of issues related to exams. If student seek any help on the part of their exam related issues then the case is pursued by the college registrar with the university personally to resolve issue.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The learning outcomes of the college specify what the learners will know or will be able to do as a result of the learning activity. Since the college follows the curriculum prescribed by the University, the outcomes are pre-described with every specific course and stream chosen by the students. They are expressed in the form of knowledge, skills and attitudes that the learner will be able to imbibe and then present for evaluation after the completion of the course. The college follows an evolution by conducting university examination at the end of each semester, 80% weightage is given to final examination and 20 % to internal assessment consisting of class test, assignments and class attendance. Learning outcomes are conveyed to the students clearly at the time of admission counseling while they are in process of choosing their streams. The process is continued even after the admission during the first few teaching days The college is aware that education does not mean merely acquisition of knowledge and information. Its purpose is to train the student for the challenges of the world that exist outside the campus. As such, the learning outcomes imbibe a comprehensive approach towards the goals of education. It aims at developing the personality of the

students not only through classroom inputs but also by giving them ample opportunities of personal growth through curricular activities including cultural, sports, NCC, NSS, Subjects, Societies and associations. The staff is sensitized about these goals in various interactive sessions during staff-council and departmental meetings. Students are given complete information of various learning opportunities available through the college prospectus, Website and motivational talks by teachers in the mentoring classes. It would be pertinent to mention here that the learning outcomes, which are as follows, are also in consonance with the vision and mission.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college monitors the progress of the students through class tests, assignments and surprise tests. After evaluation, the class tests and assignments are returned to the students and is discussed in the classes by the teachers. The results of the students are communicated through display on notice boards. It serves to include the parents in the learning process. The results of tests, assignments, internal examinations and final examinations are discussed in the meeting of examination committee, IQAC and Departmental committee to assess the success of programme outcomes. Necessary steps are initiated to improve the performance of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

233

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://gckkaithal.ac.in/images/69/FocusPoints/FocusPoint1668.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is organizing College level Science Exhibition every year in Computer Science, Physics, Chemistry, Botany and Zoology streams where students explore working models with their creative ideas. Moreover college is organizing Inter District Level Exhibition from last two years too where students of other colleges of other district came with their innovations in form of models which work as knowledge exchange with our college students..

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In last five years activities like Swachh Bharat Abhiyan, Fit India Movement , AIDS awareness, Beti Padhao Beti Bachao etc. are organized under college committees NSS, Women Cell, Red Ribbon Club etc. NSS Camps were organized in nearby villages to inculcate various social values. By participating in these activities students feel their responsibilities to society in a livelihood manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
0	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
0	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
The college has built up adequate infrastructure and learning resources and played a proactive and supportive role in grooming students. There is adequate facility of well-lit classrooms,	

laboratories, spacious multipurpose seminar hall, girl's common room, language lab., library. The ICT facility is an integral part of teaching learning activities in the college. There are 13 fully equipped smart classrooms with interactive board and good sound system. Besides this, for ready availability of ICT tools, there are enough number of projectors which makes it handy for teachers to teach classes in digital modes. The infrastructural facilities are as follows:

- Well-furnished 19 classrooms
- ICT enabled 13 classrooms-cum-labs and 16 laboratories (5 Computer lab., 2 Mass communication lab., 2 physics and 2 chemistry lab., 1 botany and 1 zoology lab, 1 tourism and 1 commerce lab and 1 language lab)and spacious library
- Spacious seating arrangements with the qualitative furniture
- Cleanliness, light and ventilation facilities are maintained in the classrooms and laboratories
- Well ventilated seminar hall with ICT facilities
- Well-furnished computerized administrative office
- Girl's Common room

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

There are good facilities for organizing cultural activities and sports events in the college and students enthusiastically participate in all such activities. A separate cultural committee and sports committee is formed in the college which maintain the record of all such activities. This is in keeping with the vision and mission of the college to support the holistic development of students that focus on not just academics, but also on all-round personality development. The multi-purpose hall of the college is utilized as an integral domain of the college. It provides a spacious platform for various activities such as debates, declamations, poetic recitation and cultural activities like dance, drama, music. In addition to this, the college has also organized Zonal youth festival in the session 2020-2021, in which students from various colleges participated in different events. The college has one open stage in the sports area for practice and

performance and another open stage at center of college for rehearsal. District level since quiz and essay writing competitions are also organized every year. The institution also has spacious playground for Kho-Kho, Kabaddi, Cricket and football. The college too have a gymnasium.

Undoubtedly, good facilities for cultural and sports activities exist in the college for providing students an overall growth of mind, body and attitude in wholesome terms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

172900

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college library is well-equipped with latest infrastructure and well stocked with a good collection of books to provide quality access of education to students. The college library is situated at the Centre of college building at first floor with collection of books on wide range of subjects from English literature, pure science and social science, languages etc. The college library has been fully automated by making use of integrated library management software SOUL 2.0 (Software for university libraries). Using this software, various housekeeping activities of library such as data entry, issue and return and renewal of books, member logins etc. are done. The students are given unique barcode ID. The digitalization of library services led to efficient and effective student friendly services of the searching of book, their issuance and overall inventory management.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

187208

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College understands the importance of IT in the education domain and is striving to build an adequate infrastructure for its promotion. The stakeholders' requirement is the driving force behind the inclusion policy of IT equipment. Before the commencement of every academic year, the college adopts a thorough

assessment procedure for replacement/up gradation/ addition of existing IT infrastructure. All departments have been equipped with desktop Computers, Laptops, Printers, Broad Band/4G, Connectivity. The institution has total no. of 3 Laptops, 140 Desktop Computers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

132

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

172900

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has policies and procedures in place for maintenance and utilization of infrastructure and facilities. There is an effective distribution and delegation of work through the comprehensive system of committees to ensure active participation of staff and to achieve overall efficiency in carrying out different tasks. These committees work under the supervision of the Principal. There is set procedure to purchase any item or get the work done and it involves the assessment of need, the calculation of estimate cost, the approval of administrative sanction, the formation of committee to get quotations from open market, comparing of rates, approval of financial sanction, placement of order to the lowest bidder and final payment after completion of process. There is rich infrastructure of laboratories in the college i.e 2 labs each in mass communication, Chemistry and physics, 5 Computer labs, 01 lab each for Botany and zoology, tourism, commerce and 01 Language lab along with a spacious library. Every year college receive grant in the name of Augmentation of Laboratory for maintenance and other facilities for students from Department of Higher Education, Haryana. Safety measures and important instructions pertaining to the use of equipment inside the laboratories are displayed. Fire extinguishers are placed outside laboratories for emergency. Non-teaching staff is assigned for cleaning of classrooms, staffroom, seminar hall and laboratories. Wash rooms and rest rooms are well maintained. The green cover of the campus is well maintained by a full-time gardener. Similarly, we have a sports committee and library committee who look into their various development activities. The campus maintenance is monitored through surveillance Cameras.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1219

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

21

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students contribute in organizing inter class quiz contest, talent finding day of the college and other programmes being organized from time to time. In some programmes, the students

conduct the proceedings of the function and this develops their self confidence, self respect and respect for others. The students give their suggestions/feedback regarding maintenance in the college and thus contribute in the administrative working of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

65

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college is offering courses in the Undergraduate faculty of Commerce ,Science and Social Science with Post Graduate Course in Math and Commerce. The College is proud of its worthy alumni who have earned accolade because of their positive contribution to the society. The College Alumni have joined varied fields viz. Law, Teaching, Banking, Accounts, Police, Army, Agriculture, Business and Social Work, Politics etc. The College is in touch with its alumni and has formed network with them through social media and other communication channels. The College believes in firm footing

of relations with alumni and on these views have organized alumni meets in the college in order to provide conducive environment to alumni to support their Alma Mater with their work, wisdom and resources. Though formally Alumni Association is not registered yet

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Introduction of the Institution

Our college council is sincere in executing the plan and policies as per directions of Higher Education Department , Haryana which aims to fulfill the vision and mission of college and Haryana Government.

Vision

No education becomes socially productive unless it breaks the barriers of caste, creed, and class across society. The institution was started with a vision to empower youth to develop a capacity to think, lead and change the society and make this world a beautiful place to live in, through self-realization.

Mission

To provide quality higher education with moral values especially the rural and less fortunate, who can well bear the responsibilities of the emerging professional environment. To

create, preserve and disseminate knowledge to build competitive capability for social and economic development of society at large and contribute to make quality life. The vision and mission of this college relates to the advance in education, and focus on the catering needs necessary for the education system. In regards to the staff to vision and mission focus on the quality of faculty as no biased decision are need on the basis of caste, creed of an individual, which resulted in performance of achievement of students. All the faculty members are equally respected. In relation to the student's vision and mission focus on the following of campus procedures. Students are taught basic rights which reflect them to develop legal understanding between society and themselves. No student is humiliated on the basis of caste. Effective leadership by setting values and participative decision making process is key not only to achieve the vision, mission and goals of the college but also in building organizational culture. The formal, informal arrangements in the college to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective leadership by setting values and participative decision making process is key not only to achieve the vision, mission and goals of the college but also in building organizational culture. The formal, informal arrangements in the college to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision. The involvement of the leadership in ensuring the policy statement and action plan for fulfillment of the stated mission. The various procedures adopted by the college to monitor and evaluate policies and plans of the college for effective implementation and improvement from time to time are discussed. Details of the academic leadership leadership at various level.

Principal Level

The governing body delegates all the academic and operational

decisions based on policies to the academic monitoring committee headed by a diligence of order to fulfill the vision and mission of the institution. Academic monitoring committee formulates common working procedure and entrust the implementation with the faculty members.

Faculty Level

Faculty members are given representation in various committees/cells and allowed to conduct various programme to showcase their abilities. They are encouraged to develop leadership skills by being incharge of various academics, co-curricular and extracurricular activities.

Student level

Students are empowered to play and active role in curricular and extra- curricular activities and social services groups. Students are completely free, they are given opportunities to participate and anchor in all the competition. They contribute to the maintenance of the campus and supervision and inform the authorities in case of any problem. Decentralization and participating management is having a significant impact on policy, planning and management of elementary education. At the same time, both are seen as a means of improving the efficiency of education system and quality of educational services. At various levels the college grooms the leadership, , principal, Vice-Principal, Teaching Staff, Non-Teaching Staff and students representative jointly empower to propose, design, formulate and execute their plans within the framework of governance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is gradually and constantly shifting from manual system to digital system. This was a well thought off plan and was pushed and supported by the Haryana Government. The centralized digital system was required to reduce the redundancy of work and for speedy disposal of daily routines such as admission process,

merit list generation, examination forms, fee collection and reports generation. Various vendors were called for trial of their proprietary Software systems. After due SWOT analysis and customization of the product, Online admission , Online Examination forms and LMS softwares are implemented session by session. The success of the system can be attributed with the creation, storage and timely retrieval of pinpointed information. The major hurdle faced by the college was the resistance of digital change in the working atmosphere.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The highest decision making body of the College is Department of Higher Education, Haryana under direct control of Haryana Government. All appointments and service rules, procedures and policies are only implemented in the college as per Department of Higher Education, Haryana. The Principal is the Head of the College, who is supported by College Council of staff members. Heads of the Departments are assigned various responsibilities for efficient functioning of the college. The decision making process includes discussion of ideas and processes among committee members and drawing the best alternative for implementation. There are advisory, administrative and technical committees such as College Council, Online Admission Committee, Bio-Metric Attendance Committee, NAAC Affairs and IQAC, Cultural Committee, Legal Literacy Cell, Women Cell, Time Table & workload committee, Career Guidance and Placement cell, Discipline Committee etc.

Recruitment Rules:

In recruitment, the college follows the rules of the State Government as per the directions of Director Higher Education, Panchkula, Haryana. Website link: www.highereduhry.com

Promotion Rules: -

For promotion the college follows the rules of the State Government as per the directions of Director Higher Education, Panchkula, Haryana. Website link: www.highereduhry.com

Grievance Redressal System:

Grievance Redressal Cell is a statutory body established in the college as per the instructions and guidelines of University/ Haryana Govt.

It operates through a committee consisting of the Principal and senior staff members.

It takes up grievances related to eve-teasing, threats, physical violence, obscene comments etc.

The aggrieved student can approach the Principal/ committee members directly or can inform authorities telephonically.

The concerned student is called for a written statement of the grievance.

An enquiry committee (if needed) is constituted and a deadline is fixed for resolving the issue. Both the parties are called; their statements are recorded.

If need be, parents are informed and called to the college campus for their observations/ comments.

Committee prescribes punitive action or warning or suspension for the final approval by the Principal

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college provides cordial environment to its workforce and has provision for following welfare measures for teaching and non-teaching staff:

1.College provides emergency Medical services to the staff, as and when required.

2.Casual leave: 10/15/20 days of casual leave is permissible per year for all employees.

3.Earned leave: Ten days of earned leave per year for teaching staff and 10/20/30 days for nonteaching staff is permissible.

4.Recently the college has started financial assistance to Teaching and Non-teaching staff to attend Conference/Seminar/Workshop/Training Programs.

5.Study Leave for pursuing higher education is granted to Teachers as per UGC and State Government norms.

6.Academic/Duty leave is granted to teaching and non-teaching staff for conducting examinations, to attend Conference/Seminar/Symposia and other official meetings.

7.College provides advance financial assistance to employees in case of any exigency. Maternity leave is permissible to all the female employees as per state govt. norms

8. CCL are also provided to female staff .or better caring of their wards.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College is following the DGHE, Haryana norms with regard to Performance Appraisal System for teaching and non-teaching staff. The teaching staff is required to submit a duly filled in Self-Performance in Appraisal form of Academic Performance Indicators

(API), spread over three categories for promotion under CAS scheme of the UGC, and submit it to the IQAC cell to initiate the process of promotion. Category-I is concerned with academic achievements of the faculty members as well as duties performed in examination as superintendent, supervisor, flying squad, paper setter etc. Category-II is concerned with active participation of the employee with teaching and learning centric activities. It also includes participation of the employee in various committees of the college as well as of University. Category-III is concerned with research output of the employee at International /National and State level as well as trainings undertaken by the employee for professional development After thorough evaluation of the records on the prescribed criteria like academics, administration, skill development and enrichment of professional life, the IQAC cell recommends the promotion cases to the Higher Education Department, Haryana, which further recommends the cases to the screening committee, constituted their level to assess and verify the API scores submitted by the college. The screening committee recommends the cases for promotion after finding it fit for promotion. The teaching and the Non-Teaching Staff members are assessed through the Annual Confidential Report (ACR). The Principal is the competent authority to determine the grade of the employee on the basis of duties performed, timely completion of work and capacity to work in team etc. Both teaching and non-teaching members are encouraged to participate in seminars, skill development workshops and other activities to raise their professional efficiency. Staff members with good results are appreciated in the Governing Body Meetings and those with poor results are advised work hard.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has complete transparency as far as financial records are concerned. The audits are conducted by DGHE, Haryana office and Accountant General Office, Haryana on regular basis. The Principal and Bursar of the college keep vigil on the sources of

funds, revenue generation through donations by philanthropists, salary management, grants received from the DGHE, Haryana and other funding agencies of the Government and maintenance of account books. The Audit Report including the observations/ remarks/suggestions raised and prepared by the auditors is provided to the college for necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college receives various grants and budgets directly from DGHE, Haryana every year under different heads. Separate Committees of teachers and /or members of the staff are made so as monitor the utilization of funds .A well laid down procedure is followed for the utilization of funds as per the parameters mentioned in a particular grant/budget as per Haryana Govt. norms. The financial scholarships for students received under various social schemes of the government are directly credited into the bank account of the students. Funds for these internal freeships or scholarships are mobilized through help from the members of the college. The purchase requirements for the academic year are prepared by the college, on the recommendation of HODs of different departments, and placed before the DGHE, Haryana for

approval, after due recommendation from the Principal. Local MLAs have also been regularly contributing for the development of the college. The College duly submits the, duly Audited utilization reports of the grant to the funding agency after its utilization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

To improve the quality of teaching-learning process, IQAC of the college has contributed significantly. It has introduced certain new initiatives in the direction of quality assurance. For example it suggested that alongwith classroom study, students should be encouraged to participate in departmental activities to build confidence among themselves. In the second practice, IQAC suggested that students should also be involved enthusiastically in various college activities/programs and their attendance should be made mandatory in it so that they can explore themselves. This has definitely improved their learning capacity. Students of the college always take keen interest in programmes, when asked to participate. IQAC, through its meeting recommended that all staff members should prepare presentations of lectures through ICT Tools available in the college for better results. This practice is being followed by the teachers successfully. Besides, the IQAC has taken significantly initiatives for reforms in examination and evaluation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

IQAC cell of the college reviews the academic, tactical and

operational planning regarding teaching-learning process, structures and methodologies and their effective and timely implementation in the college. It promotes quality assurance policy in the College. It conducts regular meetings with the students and teachers to improve the learning outcomes. The teachers are mandatorily required to submit lesson plans at the beginning of the academic year so that students are well aware of the lectures in advance. To enhance quality in teaching-learning the teachers are encouraged to use ICT methods. The college is equipped with smart classrooms mounted with LCD projectors and a smart board with the suggestion of IQAC cell to be used in any classroom for interactive learning. IQAC cell takes care that the library footfall should be raised by engaging students in activity based learning. The IQAC evaluates the teaching-learning process through student feedback and analyze the results on department-wise basis. It projects the observations, recommendations, regarding student intake, teaching-learning, evaluation, with the faculty and Principal in staff meetings. The following steps have been taken up meticulously by the IQAC:

1. Holding of extra classes for subjects requiring more preparation.

2. IQAC Promotes ICT tools and other teaching techniques among students and faculty.

3. As a part of auxiliary education, teachers are facilitated to guide the students regarding career avenues available in their domains.

4. To boost up the confidence of students, teachers assign presentations to the students with an integral element of use of ICT tools and blackboards by the students.

5. The students are encouraged to improve their analytical abilities, critical thinking, problem solving, and decision making for effective learning

6. Good performance of the staff is also appreciated by the IQAC in its meetings

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is required for being fair to men and women. But in the past, the society was unfair to women. They were deprived of their rights. To compensate this inequality certain steps need to be taken. The College has a Women Cell that works actively for the betterment of girl students.

- Obesity is a medical problem which increases the risk of other diseases and health problems. Women Cell organizes extension lectures on Mental Stability and Obesity on 29th December. Dr. Priyanka from Civil Hospital, Kaithal delivered a lecture on the importance of a balanced diet and

yoga for the well being of girls. She also emphasized on the importance of personal hygiene in Females.

- Self defence is important for women to protect themselves against anything that is unacceptable in terms of social conduct. A Three day self defence training Program from 18th -19th January and 21st January. Self Defence trainer Ms. Ritu acquainted the students with training.
- Women Safety and Women Empowerment are one of the most important things. The women cell of the college has been formulated to create awareness among girl students about their safety. It organized Slogan Writing and Poster making competition on Women Safety and Women Empowerment respectively. A poetry competition on gender equality was also organised on 4th Feb.
- Special employment drive for girl students was organised by S.H.O. Nanhi Devi of Police Station Kaithal on 9th February. Students were made aware of the Women helpline and Durga Shakti App. Durga Shakti app by Haryana Police, is an initiative that provides a platform to women to seek immediate help from police in times of distress.

College ensures safety of girl students and its colleagues. There is an anti- sexual harassment committee as well as a Students' Disputes Redressal Committee. CCTV Cameras are installed at various locations. There is a Girls Common room with all the facilities for the girl students.

Hygiene and Sanitation is given profound importance. Sanitary Pad dispenser machines are installed at Girls Common Room. Incinerators are installed at all the washrooms.

The college has a Beti Bachao Beti Padhao Program under which various activities are organised from time to time to promulgate gender equity.

File Description	Documents
Annual gender sensitization action plan	http://gckaithal.ac.in/images/69/FocusPoints/FocusPoint1690.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Safety, Common Room, Day Care Centre

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p> Solid waste management The College is equally concerned about environment management and conservation. The college is collecting its solid waste through dustbins and major proportion of waste is coming from the leaves of the trees, for which bio-compost pit on the college premise is setup to decompose wastes into organic manure. The organic manure is used for potted plants and lawns of the college. The other solid waste includes paper, plastic and non bio-degradable waste, the college provides separate dustbin for the same. Plastic wastes are disposed off to the scrap dealer. </p> <p> Liquid Waste management Not Applicable to college. </p> <p> Biomedical waste management Not Applicable to college </p> <p> e-waste management: The college follows Govt. norms for disposal of electronic waste - CPU, LCD, Printers, Cartridges and other computer peripherals etc. There is no e-waste generated in the college campus. UPS batteries are exchanged for a nominal cost (buy back offers) with the vendor of the new batteries. </p> <p> Waste recycling System There is no such system </p> <p> Hazardous chemicals and radioactive waste management There is no serious hazardous waste generated in the college campus. All the chemical waste generated in the Chemistry lab is disposed off under strict adherence to environment safety. The release is ensured only after careful dilution of the chemicals and by monitoring the PH of the neutralized chemicals. </p>	

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	E. None of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	E. None of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college campus is widely spread with lush green lawns and a

large number of shady trees and plants. At most care is taken by the college to maintain greenery and keep the carbon level to the minimum. Teachers & students are advised for the minimum use of vehicles and on share basis if possible. The cycle stand/parking is on the gate itself and rarely the vehicles are allowed beyond that point to keep the campus eco-friendly. Besides this, conservation of water and electricity resources is carried out regularly, by monitoring the consumption of both the resources. As a part of EVS Practical, the students are motivated to plant trees and to take care of planted trees. The college celebrates Van-Mohatasav every year and carries forestation and plants new saplings. Moreover NSS students are engaged in tree plantation during camp activities. Holistic Education - is a philosophy of education based on the premise that each person finds identity, meaning, and purpose in life through connections to the community, to the natural world, and to humanitarian values such as compassion and peace. Holistic education aims to call forth from people an intrinsic reverence for life and a passionate love of learning. The College through its curriculum provides a sound base for students to become responsible citizens of this world.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The main objective of education is to produce quality citizen for the Nation. The institution does its efforts in this direction ceaselessly. We try to sensitize our staff as well as students to the constitutional obligation through curricular and co-curricular activities. The syllabus of most of the courses taught in the college includes the contents which encourage the students to become aware citizen. It helps to develop a sense of responsibility and belongingness among the students. Similarly, the syllabus of mass communication, tourism, science and commerce also helps to prepare a citizen with a sense of responsibility.

India is a democratic country. Equality is the symbol of faultless

Democracy and It is entirely based on the adaptation of Constitutional values, rights and duties. Consequently, the college celebrates the National festivals such as Independence Day, Republic Day, National Tourism Day. By solemnize these festivals the staff members and students put lights on the sacrifice of martyr's lives that sow the seeds of unconditional love for the country. By promoting equal participation of both students and employees in national festivals, the college got success to establish the bridge of equality.

Constitution Day: Constitution Day also known as 'Samvidhan Divas', is celebrated in our college on 26th November every year to commemorate the adoption of the Constitution of India. On 26th November 1949, the Indian Constitution drafted by Ambedkar as 'first and foremost a social document was adopted. It gives all equal rights which make a complete human being. On this day the students are told about the basic values enlisted in our constitution.

The Republic Day: This is a memorable day for the people of India. On this day, national flag is unfurled in the premises of the institution. On the celebration of this day, the staff and the students get together and express the respect and gratitude to the Constitution of India which reminds them about the values, rights and obligations etc.

The Independence Day: On this very day, India got freedom from the iron shackles of the British rule and took its first breath in the open air on its own land. On this occasion, the national flag is hoisted and national anthem is sung which make us remember the sacrifices made by our ancestors. It inspires the students as well as employees to follow the ideas and philosophies of the freedom fighters

In addition to it, some other programs and activities held in the institution include World Environment Day, World AIDS Day, National

Tourism Day, National Yoga Day, National Constitution Day, United Nation Day, International Women Day, NSS Day etc. These celebrations help the students and the staff to retrospect about the basic principles and values vested in the soul of Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://gckaithal.ac.in/images/69/FocusPoints/FocusPoint1703.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution believes in the developing the different qualities in the students.

Akhand Bharat Sankalp Diwas

On 14th August, college celebrated Akhand Bharat Sankalp Diwas. On this occasion a seminar (Vichar Goshthi) was organized. All the students, professors and scholars participated in the event. Everyone took the pledge of Akhand Bharat.

Independence Day

Independence Day (15th August) is celebrated by the Cultural Committee of the College every year. Flag Hoisting and activities like singing the patriotic songs, national anthem, Speeches were also a part of this occasion.

Hindi Diwas

In order to celebrate Hindi Diwas a National Level Webinar was held on 14th September. Students and Professors from different parts of the Country participated in the event. Emphasis was laid on the usage of Hindi Language.

Maharishi Valmiki Jayanti

On the Occasion of birth anniversary (24th October) of Maharishi Valmiki a webinar was organized. Students, Professors and Scholars from various parts of the country participated in this event. The life of Maharishi Valmiki Ji and his ideals were discussed in the Webinar.

Constitution Day

Constitution Day is celebrated in India on 26 November every year to commemorate the adoption of the Constitution of India. The College organized an essay writing competition for the students. On this day all the students and the staff members of the college took the oath of the constitution.

Guru Nanak Jayanti

Guru Nanak Jayanti marks the birth celebration of Guru Nanak Dev Ji, first guru of the ten Sikh gurus. It is believed that Guru Nanak Ji brought enlightenment to the world with his preachings. On 28th November 2020 a seminar was organized to celebrate Guru Nanak Jayanti, his teachings and inspirational stories from his life were discussed.

National Voters Day

To encourage more voters to participate in the voting process, Voters day is celebrated every year on 25th January. The college organized essay writing competition and an oath taking ceremony was also organized.

Republic Day

Republic Day is celebrated every year on 26 January to mark the celebration of day on which Constitution of India came into effect. Tricolor was hoisted on this occasion followed by a small cultural Program.

International Women Day

Every year International Women Day is celebrated on 8th March, a seminar was held on this occasion, everyone expressed their views on this occasion.

Amrit Mahotsav

On the completion of 75 years of independence, the Amrit Mahotsav program of independence was organized on 12 March. All the eminent scholars presented their views on this occasion.

Shaheedi Diwas/ Martyrdom Day of Bhagat Singh, Rajguru, Sukhdev

On 23 March , Shaheedi Diwas of Bhagat Singh, Rajguru and Sukhdev a seminar was organized. Everyone shared their views on this occasion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

1. Tree Plantation:

Tree Plantation is one of the best practices followed by the college. As, ours is a faith that the surrounding atmosphere contribute a lot in the development of an individual so we take it as a mission to make the surrounding environment lush green and healthy.

1. Objectives of the Practice:

The practice has some of the targets and underlying principles giving direction to achieve the desired goal. One of these objectives is to generate a healthy environment and surroundings. This will be helpful to link the students with the natural and healthy campus. Another is the beautification of college campus. Aesthetic aspect of personality development can be achieved in such an environment. Supportive and devocative atmosphere is also the decided objective of the institution. To encourage human values in the students is also our primary target. It will create a world where their dreams meet to the ground of reality.

1. The Context:

As it is the need of the time, the NSS Unit of the college have been active in this direction. Different types of plants were brought and planted with the help and support of teachers as well as students. We have had to face many challenges in this context such as the issue of their care and growth. The plants were to be protected from environmental changes and animals. Besides it, requirements of the plants for proper growth, seasonal and occasional diseases were some of other challenges faced in this practice.

1. The Practice:

The task of tree plantation is ceaselessly carried out to create clean and green campus. The NSS and NCC wings of the college take up the job of planting saplings according to the season and situation. The Department of Botany of the college maintains a large variety of medicinal plants and wide variety of plants species. Generally, planting of saplings is done by chief guests during their visits to the college on various occasions.

1. Evidence of Success: As a result of the efforts carried out under this practice, the college campus has been converted into a lush green campus. Wide varieties of trees are adding beauty to the campus. The entire environment of the college has been transformed on the basis of desired objectives. We have achieved a satisfactory level to create a healthy environment in the college. A large magnitude of the plants has helped a lot to reduce the pollution and generate a purified atmosphere. Such atmosphere has performed a significant role to develop the harmonious relation among the students.

1. Problems Encountered and Resources Required:

We faced some of the problems while implementing our plan for this practice. One of these was the lack of awareness among the students regarding the importance of tree plantation. They consider it a kind of futile exercise to plant the plants. It was a big challenge as we have not a clear cut formula to show them the impact of pollution and importance of plants to reduce it. Another was the lack of adequate and sufficient time with the students and staff to contribute to the practice. They have to devote the maximum of their time to their curriculum also. They have a limited time to prepare for their examination due to the semester system. So it was also a big challenge for us.

1. Stress Management

The College is providing not only basic textual knowledge of the students as well as staff members but also conduct stress management activities. The prime aim of Stress Management activity is to set aside leisure time and include rest and relaxation in our daily schedule.

2.a) Objectives of the Practice:

Stress management is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of stress, especially chronic stress, usually for the purpose of and for the motive of improving everyday functioning. The practice has some of the targets and underlying principles giving directions to boost the productivity.

2.b) The Context:

Stress Management is a practice which helps us to control our health in a positive sense and avoid all kind of stress. Meditation is the best practice for stress management. In the context of stress self-efficacy describes our beliefs about the ability to handle stressful situation.

2 c) The Practice:

College conducted Seminar/Webinar for stress management. An extension lecture was conducted on the topic "MENTAL STABILITY AND OBESITY". A webinar was conducted on the topic "BOOST PRODUCTIVITY AND MANAGE STRESS THROUGH MEDITATION".

2.d) Evidence of Success:

The staff and students are enjoying life to the fullest in a stress free environment.

2.e) Problems Encountered and Resources Required:

Creating interest in such activities for all the members of college requires continuous effort.

File Description	Documents
Best practices in the Institutional website	http://gckaithal.ac.in/images/69/FocusPoints/FocusPoint1705.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Vision, Mission and Objectives of the college clearly points towards a value based education based on the curriculum of the affiliating university combining it with the core values attached runs under the aegis of Department of Higher Education, Haryana. The college has a strong bonding with the local people. This includes a number of minorities and marginalized section students. The college successfully implemented the semester system which was introduced by Kurukshetra University, Kurukshetra. The focus is on skill development, career oriented programs, industry - academia interaction. Special attention is given to weak students especially belonging to SC/ST., OBC and minority groups. The students are not only guided to achieve excellence in the education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability. It lays special effort on students understanding of current environmental crisis and through its various schemes like energy conservation, waste management, rain water harvesting, plantation drives urges them to become eco friendly citizens. College in its endeavour to implement curriculum incorporating its mission and vision with

contemporary issues has evolved a number of best practices like Orientation Program for newly admitted students, Boys and Girls Tour, Earn While You Learn Scheme (To help needy children who can work in free period in college and earn money), Special attention to Co curricular Activities etc. just to name a few of them.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Action Plan for academic year 2021-22

1. Action plan for curricular activities

A. To start the classes on the same day for UG and PG prescribed by Kurukshetra University.

B. To register the students attendances during the class hours without fail.

C. Progress review meeting of college progress to be conducted.

D. To conduct two internal assessment test and two assignment to be collected from students of every class.

E. The evaluation of test papers to be completed within one week from the date of test held and to inform the students the marks they obtained.

F. To organize at least two departmental level activities by each department of the college.

G. To display the monthly attendance shortage list of students in the notice board.

H. The classes are to be conducted with using the ICT methods also.

2. Action Plan for co-curricular activities.

From Red-Cross Unit

- A. To organise Blood Donation camp in the months of Even semester.
- B. To organised free health check-up to the girl students of the college.
- C. To conduct a one day workshop for Red-Cross unit of the college.

From Women Cell Unit:

- A. To furnish information about women atrocity cases, month wise, to College Women Harassment Redressal Cell and to arrange special lectures on legal awareness, in coordination with local Police and Judicial department.
- B. To arrange a mock demonstration "how to extinguish fire" in the situation of fire mishaps in association with Department of fire and emergencies service.
- C. To create awareness, among the students about their role in the society.
- D. To organise Voter Awareness Program to the students and society in general.

From National Service Scheme (NSS).

- A. Make the NSS volunteers to clean the college campus.
- B. To arrange NSS camp in remote rural areas to create awareness

about real society of India.

C. To inculcate service motto among the student communities

From Celebration of National Festivals Unit.

A. To celebrate Republic day on 26 January in college campus.

B. To celebrate Independence Day on 15th August in college campus.

C. To celebrate Gandhi Jayanthi on 2nd October in college campus.

D. To celebrate other special event as per the Government directions.

From Cultural Cell:

A. To send interested students to attend cultural activities at various colleges.

B. To conduct college level cultural competitions for the students.

From Placement cell Activities.

A. To prepare students basic information Data to facilitate for in-campus and off campus selection process.

B. To train students on how to updated their skill as per the requirements of the job market.

C. To organise the employment training workshop for the interested students.

F. At the end of the academic session to participate in "Job fair" organized by DGHE, Haryana.