

INSTITUTIONAL ASSESSMENT AND ACCREDITATION (Effective from July 2017)

Accreditation - (Cycle - 3)

PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF GANDHI MEMORIAL NATIONAL COLLEGE

Ambala Cantt Haryana 133001

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL An Autonomous Institution of the University Grants Commission P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

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Section I:GENERAL INFORMA	TION		
1.Name & Address of the	GANDHI MEMORIAL NATION	AL COLLEGE	
institution:	Ambala Cantt		
	Haryana		
	133001		
2. Year of Establishment	1948		
3.Current Academic Activities at			
the Institution(Numbers):			
Faculties/Schools:			
Departments/Centres:	19		
Programmes/Course offered:	2		
Permanent Faculty Members:	54		
Permanent Support Staff:	34		
Students:	1769		
4.Three major features in the institutional Context (Asperceived by the Peer Team):	 Govt. Aided Post Graduate co-educational College with the number of girls students almost three times the number of boys in PG courses A number of job-oriented self financing courses and distinct facilities for sports and gymnastics. Invocation of social responsibility through the NSS and NCC which are very active in giving the College campus a clean and green face 		
5.Dates of visit of the Peer Team	From: 14-09-2018		
(A detailed visit schedule may be	To: 15-09-2018		
included as Annexure):			
6.Composition of Peer Team which undertook the on site visit:			
which undertook the on site visit.	Name	Designation & Organisation Name	
Chairperson	MR. RATAN LALL GODARA	Vice Chancellor, University of	
M. I. C. I'	DD DED (GIGIT	Technology	
Member Co-ordinator:	DR. DEBASISH BHATTACHARJEE	Professor, Assam University	
Member:	DR. DHARMADHIKARI N S DHARMADHIKARI	FormerPrincipal	
NAAC Co - ordinator:	Dr. A.V. Prasad		

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)			
1.1	Curricular Planning and Implementation		
1.1.1	The institution ensures effective curriculum delivery through a well planned and documented		
QlM	process		
1.2	Academic Flexibility		
1.3	Curriculum Enrichment		
1.3.1	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability,		
QlM	Human Values and Professional Ethics into the Curriculum		
1.4	Feedback System		

Qualitative analysis of Criterion 1

Founded in 1948, Gandhi Memorial National College, Ambala Cantt. with a campus area measuring 16.5 acres aims to be an institution of academic excellence and, for this purpose, the College, besides strictly adhering to university prescribed academic calendar and curriculum, offers auxiliary value addition programmes, certificate/diploma and advanced diploma courses. The College is a co-educational institution with all the three streams of study, Arts, Science and Commerce. It also runs a professional course, namely, BBA (Management) and a under graduate study centre of Indira Gandhi National Open University (IGNOU) and Gandhian Study Center. It also runs regular PG courses in English and Political Science and a PG Diploma Course in Computer Science. A number of teachers of the College, in their capacity as member of the Board of Studies and Academic Council of the parent University take part in designing and developing the curriculum. Besides, a total of 15 certificate/ diploma and advance diploma courses and M.Com are run by the College. Two new self financing courses, namely B.Com (Hons.) and M.Sc. (Mathematics) have been introduced during the last five years. The College also intends to open two post graduate courses, ie,, M.Sc. (Physics) and M.Sc. (Chemistry) and permission for the same has been granted by the Government. Some of the programmes offered to the undergraduate and post-graduate level have the 'Elective' options. Provision of lateral entry in Add-on courses also ensures academic flexibility. Though the number of students enrolled in few regular courses is below the sanctioned strength, the enrolment in Certificate/diploma Courses has been steadily increasing. For imparting value based education, the College organises various short term courses, such as courses on Business Ethics, Human Values, Personality Development, Women Empowerment, Social Responsibility and on Environment and sustainability relating to cross cutting issues. With a view to instil life skill development among the students, Diploma/Advance Diploma courses like Pharmaceutical Chemistry based on Ayurveda, Electronic Hardware Maintenance, Business Skill, etc. have also been conducted during the last five years. A number of students belonging to Commerce and Business Administration have undertaken field project/ internship in Foreign Trade, Insurance, Computer Application and Tax procedure and Practice. The College has the system of collecting feedback from the stakeholders, namely, the students, alumni and the parents.

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Criterion	2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile	
2.2	Catering to Student Diversity	
2.2.1	The institution assesses the learning levels of the students, after admission and organises special	
QlM	programs for advanced learners and slow learners	
2.3	Teaching- Learning Process	
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving	
QlM	methodologies are used for enhancing learning experiences	
2.3.4	Innovation and creativity in teaching-learning	
QlM		
2.4	Teacher Profile and Quality	
2.5	Evaluation Process and Reforms	
2.5.1	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level	
QlM		
2.5.2	Mechanism of internal assessment is transparent and robust in terms of frequency and variety	
QlM		
2.5.3	Mechanism to deal with examination related grievances is transparent, time-bound and efficient	
QlM		
2.5.4	The institution adheres to the academic calendar for the conduct of CIE	
QlM		
2.6	Student Performance and Learning Outcomes	
2.6.1	Program outcomes, program specific outcomes and course outcomes for all programs offered by	
QlM	the Institution are stated and displayed on website and communicated to teachers and students	
2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated	
QlM	by the institution	
2.7	Student Satisfaction Survey	

Students to different courses are admitted on merit and as per the rules of the University and the State Government. Students from states other than Haryana are also there on the roll. In admitting the students, reservation rules prescribed by the government are strictly adhered to. The enrolment in few of the courses is below the sanctioned strength. Extra efforts need to be made to enhance enrolment.

The institution assesses the learning level of the students at the time of admission. On the basis of the marks obtained by students at the qualifying examination, the convener of the admission committee categorises them into slow learners and advance learners. Counselling sessions are held for the slow learners at the time of admission so far as the choice of stream and the subjects of study are concerned. After admission, special classes are held to help the slow learners. It has also the Mentor-Mentee/Tutor-Ward system at the ratio of 25:1 Advance learners are encouraged by providing fee concession, book concession, free ship and by recommending their names for scholarship instituted by different agencies. Besides organising extra classes for practical subjects in science and commerce, the advance learners are also trained in the use of e- resources.

The teaching learning process as practised in the institution is a blending of conventional class room teaching and modern method of experimental learning by making students to supplement their knowledge by working in institutions and industries as a trainee, participative learning in the form of PPT, class room discussion,

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seminar and group discussion and through problem solving methods. Teaching is also conducted making use of ICT. There are 05 ICT enabled class room including two smart boards. For making teaching learning enjoyable, the College arranges educational tours.

The College has well qualified faculties. Of the existing 82 full time faculties, 36 are with Ph. D. 16 with M. Phil and 33 with Post Graduate degree. Four teachers are pursuing Ph.D. Faculties with PG degree be encouraged and facilitated to pursue part time doctoral research. The college follows Continuous Internal Evaluation (CIE) system fixed by the University. Department of Computer Science has Goole class room and You Tube Lectures for the creation and transfer of knowledge. Other departments should start e-content development system. The students are given two assignments and a class test carrying 05 marks each. Besides, 75 percent attendance in each subject is compulsory and 05 marks are assigned for attendance. The CIE carries 20 in all and it is conducted in an objective and transparent manner. The information for class test and assignments is conveyed through notices in the notice board and in College website. A special chance is given to those who miss to submit the assignment in time or fail to appear in the test. The marks obtained by the students in assignments and class test are shown to the students in the class by the teacher concerned. The consolidated results are displayed in the notice board and grievances, if any, are redressed by the respective teachers. In case of any difficulty, the student can meet the HoD/Controller of Examinations and/or the Principal, who in consultation with the concerned teacher try to redress the grievance. Course outcome is reviewed in the departmental meeting and steps are taken accordingly and uploaded on the College website. The course outcomes are indicated in the ACR of the teacher concerned. The Principal also conducts meeting to discuss the outcome of various courses and draws up strategy accordingly. Pass percentage of the students in some of the courses need to be improved.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in			
Criterion3	Criterion3)		
3.1	Resource Mobilization for Research		
3.2	Innovation Ecosystem		
3.2.1	Institution has created an ecosystem for innovations including incubation centre and other		
QlM	initiatives for creation and transfer of knowledge		
3.3	Research Publications and Awards		
3.4	Extension Activities		
3.4.1	Extension activities in the neighbourhood community in terms of impact and sensitising students		
QlM	to social issues and holistic development during the last five years		
3.5	Collaboration		

The College has a number of faculties with Ph. D. Degree and a few of them had research projects funded by different agencies. 13 teachers of the College are recognised as research guides. Two teachers of the college were awarded teachers fellowship under Faculty Improvement Programmes by the UGC. The College nurtures a Botanical Garden/Herbal park having rare varieties of plants. Instead of practical files in the subject of Environmental Studies, earthen pots with a sapling planted in it are collected from the students. There are some members in the faculty who have won awards/ appreciation from different agencies and these were highlighted in the Annual Report and College Magazine. During the last five years, four scholars -two each in English and Commerce- completed their Ph. D. under the supervision of two teachers of the College. The teachers of the College have in their credit the publication of 79 research papers/articles in Journals/ books with ISSN/ISBN number 27 books with ISBN. An incubation centr need to be started. There are two Institution- industry collaborations and need to be further strengthened. One teacher of the Department of Sanskrit applied for Patent for Herbal Tea and Dant Manjan. Eco-system for innovation and creation in academic activities need to be strengthened further. Extension activities in the form of organising camps on female foeticide and health care and healthy living, cleanliness drive, tree plantation, drug de-addiction rally, run for unity, Bet Bachao Beti Padhao campaign, candle march to sensitise the gender issues, etc., are regularly organised by the College. The College has been appreciated by different agencies for its extension activities. During the last five years the College has undertaken 26 extension/outreach programmes. The average percentage of students participating in the extension activities was 32.48. The College had four functional MoUs during the last five years. Major extension activities are performed through NSS and NCC unit of the College. Teachers are also participating in the extension work. 8 teachers of the College with Ph. D. Degree have applied for Major/Minor Research Project to UGC/DST.

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Q :			
	Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in		
Criterion4)			
4.1	Physical Facilities		
4.1.1	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories,		
QlM	computing equipment, etc.		
4.1.2	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre		
QlM	etc., and cultural activities		
4.2	Library as a Learning Resource		
4.2.1	Library is automated using Integrated Library Management System (ILMS)		
QlM			
4.2.2	Collection of rare books, manuscripts, special reports or any other knowledge resources for library		
QlM	enrichment		
4.3	IT Infrastructure		
4.3.1	Institution frequently updates its IT facilities including Wi-Fi		
QlM			
4.4	Maintenance of Campus Infrastructure		
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic		
QlM	and support facilities - laboratory, library, sports complex, computers, classrooms etc.		

The institution possesses adequate physical infrastructure and teaching learning resources. It has 30 class rooms including 5 ICT enabled class rooms and a Seminar Hall equipped with audio visual devices. Facilities for e-content development need to be enhanced There are 5 computer labs equipped with some of the latest configured computers. It has provided laptop to the HoDs for administrative and research work. Subject of Science and IT have altogether 17 laboratories. Besides the museum specimen, the institution has Botanical Garden. The administrative office is air conditioned. Wi - Fi connectivity throughout the campus is necessary. The College has also good facilities for both indoor and outdoor games. It has good facilities for gymnastics. A multipurpose auditorium and an open air theatre are there in the College. Uninterrupted power supply is ensured by two generator sets of 125 KVA 30 KVA capacities. There is also 31 KVA capacity solar power grid. Two toilets for girls and three for boys are there in the College. Safe drinking water facility is in existence in the College. The canteen of the college runs on contractual basis. Facilities for yoga are there in the College. On an average, 2.6 lakhs rupees have been allocated per year for infrastructure augmentation.

The College has partially digitalised library having good collection. It is subscribing to some 59 journals/periodicals and 15 newspapers. Some of the rare books are there in its collection. Speeches of some important leading personalities are also there in the college library. Manuscript in the form of a handwritten letter by Mahatma Gandhi is there in the College library. It has also the old edition of news paper in its collection. The institution has full text access to 7100 plus e-journals and 3100000 plus e-books. The facility for remote access to the e-resources of the library is not there. The reading hall in the Library is air conditioned. The resources need to be utilised.

The institution frequently updates its facilities. It has a total number of 22 laptops, 178 plus desktop computers and 2 servers. Broadband/4G connectivity is also there in the College.

The maintenance and upkeep of the College infrastructure is done through a number of Committees such as

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Purchase Committee, Building Maintenance and Construction Committee, Electricity Maintenance and Purchase Committee, library Committee, Sports Purchase Committee, etc. The Principal is the coordinating authority of the Committees.

Criterion5	Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)		
5.1	Student Support		
5.2	Student Progression		
5.3	Student Participation and Activities		
5.3.2	Presence of an active Student Council & representation of students on academic & administrative		
QlM	bodies/committees of the institution		
5.4	Alumni Engagement		
5.4.1	The Alumni Association/Chapters (registered and functional) contributes significantly to the		
QlM	development of the institution through financial and non financial means during the last five years		

The institution has a well structured arrangement for providing financial assistance to the students. Besides assistance provided by governmental and non governmental agencies, the College provides freeship and scholarship to its students. The institution has also a well structured and organised counselling system in place. It guides the students for competitive examinations, provides Career Counselling, Remedial Coaching. However, Vocational education and training programme may be considered for initiation. The institution has mechanism for redressal of students' grievances, such as, ragging and sexual harassment. Though not many, some of the passed out students of the institution have gone for higher studies and some have also been gainfully employed. A few students have qualified NET. There is a great scope for training and motivating more students to take part in state/ national level competitive examinations. The College has facilities for both indoor and outdoor games. It has spacious playground and good facilities for sports. Encouragement is given for participation in sports in the form of providing training and financial assistance. It organises a good number of sports and cultural activities. A number of students of the College are taking part in the University/ State/ National level sports competition and their performance is also commendable The Internal Quality Assurance Cell (IQAC) of the College has the students' representative in it. Besides, students are also members of different departmental committees. Initiation of Students' Council may be actively considered. Alumni are active and make financial contribution to the institution. One of the alumnis contributed Rs 21, 00000.00 for 31 KV solar power grid. The College authority has initiated process of registering the Alumni Association.

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Criterior	n6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in		
Criterior	16)		
6.1	Institutional Vision and Leadership		
6.1.1	The governance of the institution is reflective of an effective leadership in tune with the vision		
QlM	and mission of the institution		
6.1.2	The institution practices decentralization and participative management		
QlM			
6.2	Strategy Development and Deployment		
6.2.1	Perspective/Strategic plan and Deployment documents are available in the institution		
QlM			
6.2.2	Organizational structure of the institution including governing body, administrative setup, and		
QlM	functions of various bodies, service rules, procedures, recruitment, promotional policies as well as		
	grievance redressal mechanism		
6.2.4	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and		
QlM	implementation of their resolutions		
6.3	Faculty Empowerment Strategies		
6.3.1	The institution has effective welfare measures for teaching and non-teaching staff		
QlM			
6.3.5	Institution has Performance Appraisal System for teaching and non-teaching staff		
QlM			
6.4	Financial Management and Resource Mobilization		
6.4.1	Institution conducts internal and external financial audits regularly		
QlM			
6.4.3	Institutional strategies for mobilisation of funds and the optimal utilisation of resources		
QlM			
6.5	Internal Quality Assurance System		
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the		
QlM	quality assurance strategies and processes		
6.5.2	The institution reviews its teaching learning process, structures & methodologies of operations		
QlM	and learning outcomes at periodic intervals through IQAC set up as per norms		
6.5.5	Incremental improvements made during the preceding five years (in case of first cycle)		
QlM			
	Post accreditation quality initiatives (second and subsequent cycles)		

The managerial structure of the College is well defined and the Governing Body is the apex body for managing the affairs of the College. Members of the Governing Body are elected every three years and the executive members-eight in all- are nominated by the President. The Principal is the ex-officio member Secretary of the Governing Body who is entrusted with the responsibility of smooth day to day functioning of the College. Two members of the faculty and one member of the non teaching staff are elected to the Governing Body. The administration of the College is carried out through a number of Committees consisting of staff members and, in certain cases, students. Prominent among these Committees are the Advisory Committee, Planning Board, Admission Committee, Purchase Committee, Discipline Committee, Internal Quality Assurance Cell, etc.

Most of the academic and non academic activities are planned at the beginning of the session and are coordinated by the Principal. Annual budget is prepared under the supervision of the Principal and is placed before the Governing Body by the Principal, the ex-officio Member Secretary. Certain academic and administrative powers are delegated to the HoDs. For taking stock of the overall situation, meeting of the Principal with the HoDs are held periodically.

Recruitment and promotion rules are made following the rules of the state government and as directed by the Director of Higher Education, Government of Haryana. The service rules followed in the College are the Haryana Civil Service (General) Rules, 2016. The non teaching staff functions under the direct control and supervision of the Principal.

System of preparing perspective plan is practised in the College. Stakeholders' involvement in planning and development needs to be strengthened.

Grievance redressal mechanism in the form of a committee consisting of Principal and senior staff members is in existence. For ensuring safety and security in the campus, CCTV cameras are in use in important and strategic locations. 29 Fire Extinguishers are placed at different locations.

Welfare measures for both the teaching and non teaching staff are there. Wards of the staff members are provided with freeship. A doctor has been appointed for health check up and medicines are given free from the dispensary. There is quarter for the Principal and certain other members of the non teaching staff. Statutory benefit of provident fund contribution is extended to the daily wage earners.

The performance of both the teaching and non teaching members of the College is monitored through Annual Confidential Report. The API score of the teachers are taken note of at the time of promotion.

Resources are mobilised by letting the roadside accommodation for business purposes and by running self financing courses. Financial administration is partially computerised and auditing of accounts is regularly carried out by both the internal and external agencies.

Criterion	7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in		
Criterion	7)		
7.1	Institutional Values and Social Responsibilities		
7.1.2			
QlM			
	1. Institution shows gender sensitivity in providing facilities such as:		
	1. Safety and Security		
	2. Counselling		
	3. Common Room		
7.1.5	Waste Management steps including:		
QlM	Solid waste management		
	Liquid waste management		
	E-waste management		
7.1.6	Rain water harvesting structures and utilization in the campus		
QlM			
7.1.7	Green Practices		
QlM	Students, staff using		
	a) Bicycles		
	b) Public Transport		
	c) Pedestrian friendly roads		
	Plastic-free campus		
	Paperless office		
	Green landscaping with trees and plants		
7.1.18	Institution organizes national festivals and birth / death anniversaries of the great Indian		
QlM	personalities		
7.1.19	The institution maintains complete transparency in its financial, academic, administrative and		
QlM	auxiliary functions		
7.2	Best Practices		
7.2.1	Describe at least two institutional best practices (as per NAAC Format)		
QlM	In all the districtions and Districtions are		
7.3	Institutional Distinctiveness		
7.3.1	Describe/Explain the performance of the institution in one area distinctive to its vision, priority		
QlM	and thrust		

The institution is concerned of the gender sensitivity and makes untiring efforts for ensuring the safety and security of especially the girl students. CCTV cameras are installed at different important points to prevent trespassing and eve teasing. Anti Ragging committee maintains a strong and constant vigil. There is a Women Development Cell that organises lectures and awareness programmes on gender sensitivity. Besides

establishing a Career Counselling Cell, the College organises counselling by medical experts on issues relating to female health problems and hygiene. There is a dispensary for free medical aid. There exists separate Common Room for girls equipped with LCD, music system, vending machine and incinerator. The College installed Compost Roller Drums for converting biodegradable waste into manures for use to plants and sapling grown in the College. Besides, there are compost pits at three places. Non biodegradable waste collected in separate bins is taken away by the municipal committee for further recycling. E waste generated from electrical and electronic goods are sold through local vendors. Liquid waste management is not evident in the college. Rain water harvesting is practiced at five different points in the College. The College uses LED bulbs for saving energy. Besides, the solar power grid set up in the College generates energy and meet a portion of the total energy requirement. The institution encourages the students and staff for green practices, such as, using public transport, not using plastic bags and by installing separate dustbin for plastic waste. The College office and official transactions is partially paperless. Tree plantation drives are regularly organised by the NSS, the NCC, Women Cell and the Red Cross. The College has a Botanical garden/Herbal Park within the College premises. To facilitate the differently abled, the College has a wheel chair and 5 ramps in the ground floor. Ramp needs to be constructed in all the buildings covering all the floors. The institution organises national festivals, such as, the Independence Day, the Republic Day and Unity Day on the birth anniversary of Sardar Vallabh Bhai Patel. The College celebrates the Birth anniversary of Mahatma Gandhi and it also mourns his death anniversary on 30th of January every year. Green practices in the form of maintaining a Botanical Garden/ Herbal Park with some rare varieties of plants and the Solar Power Grid are the two important best practices of the College. The institutional distinctiveness of the College is its resolve to create a more happier and growth oriented society by empowering women through imparting value based education, Another distinctiveness of the College is that a number of its students are joining armed forces in different capacities.

Section III:OVERALL ANALYSISbased on Institutional strengths. Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strength

- Sprawling, beautiful campus with ample green coverage.
- Locational advantage of being situated on national highway.
- Qualified teaching staff
- Well maintained infrastructure
- Having installed a solar power grid.
- Well equipped laboratories and partially digitalised library
- Well maintained playground and gymnasium.
- o Activities of the NSS & NCC and performance in cultural and sports

Weakness

- Constraint on the construction multi storied building due to nearness of army cantonment.
- Online admission system needs to be strengthened.
- Enrolment of student in some of the courses below the sanctioned capacity
- Low students aptitude towards classroom

Opportunities

- o Opening of courses relating to national security and national defence
- Career advancement in sports
- Possibility of linkage with industry
- Opening of more skill oriented courses
- Promotion of research especially collaborative research

Challenges

- Increasing enrolment
- Improving classroom attendance
- Diversification of the courses of study including job oriented courses
- Strengthening virtual ICT based learning

Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Strengthening of online admission
- Improving the pass percentage in some of the courses
- Hostel facilities for both boys and girls
- Registering Alumni association
- Undertaking more research project
- Holding of and more participation in seminar, workshop and conferences
- Making the whole campus wi-fi enabled
- Effectively training students for state/national/international level competition
- Opening more vocational courses.

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I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

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Sl.No	Name		Signature with date
1	MR. RATAN LALL GODARA	Chairperson	
2	DR. DEBASISH BHATTACHARJEE	Member Co-ordinator	
3	DR. DHARMADHIKARI N S	Member	
	DHARMADHIKARI		
4	Dr. A.V. Prasad	NAAC Co - ordinator	

Place

Date