



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		GANDHI MEMORIAL NATIONAL COLLEGE
Name of the head of the Institution		Dr. Raj Pal Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0171-2640321
Mobile no.		9896202266
Registered Email		gmncollege@gmail.com
Alternate Email		rajps7762@gmail.com
Address		Alexander Road Ambala cantt
City/Town		Ambala Cantt
State/UT		Haryana
Pincode		133001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Anju Jain
Phone no/Alternate Phone no.	09416281007
Mobile no.	9416281007
Registered Email	dranjoojain@gmail.com
Alternate Email	iqacgmn@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gmncollegeambala.ac.in/pdf/AQAR%202018-19%20Resubmission.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gmncollegeambala.ac.in/images/uploads/documents/fb1a30057ddc5ad9a536e1482492bc4d.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	75.05	2004	08-Jan-2004	07-Jan-2009
2	B	2.55	2011	16-Sep-2011	15-Sep-2016
3	B	2.48	2018	02-Nov-2018	01-Nov-2023

6. Date of Establishment of IQAC	18-May-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Energy Conservation , water Conservation and Waste Management drives	30-Jul-2019 124	228
National Seminar on Role of Stakeholders in imparting quality Higher Education sponsored by NAAC Bengaluru	07-Nov-2019 1	81
Green Audit	28-Jan-2020 1	145
Empowering, Recognizing and Involving the Girls Students	27-Jul-2019 191	886
Involving and Recognizing Alumni Contributions	22-Jan-2020 134	1513
External Academic and Administrative Audit	16-Sep-2020 3	105
Internal Academic and Administrative Audit	08-Sep-2020 1	105
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Tripti, Political Science	IMPRESS	ICSSR	2019 365	4.75
Dr Anupma, Psychology	IMPRESS	ICSSR	2019 365	400000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities

Yes

during the year?	
If yes, mention the amount	75000
Year	2019

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Involving and Recognizing Alumni Faculty Development Programs Leveraging ICT in Teaching Learning and evolving of Entrepreneurship Cell Creation of Energy Conservation Cell by Nurturing Environmental Consciousnesses Extension Lectures on Depletion of Human Values

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Involvement of Alumni	Each Department involved its alumni in teaching and learning through guest lectures"
Academic and Extension Activities Calendar	Academic calendar reviewed and approved by IQAC
Faculty Development Programmes	FDPs on use of ICT in teaching and learning are organised regularly
Women Empowerment	Guest lectures, training in cosmetology , self defence training
Community Outreach	Each department took students to various villages, schools, Elders' Home, Prison House, Civil Hospitals, Charity Clubs, NGOs etc. for effective interface with community on issues like waste management, water conservation, voters' awareness, adult education and music therapy.
Continuous Evaluation of processes and outcomes	Internal and External audit conducted and recommendations evaluated

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	04-Aug-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

Yes

assess the functioning ?	
Date of Visit	07-Nov-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	27-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System The institution has been making consistent efforts to leverage the potential of Information Technology in reengineering the various processes related to both administrative and academic fields. The administrative office has put in use various IT resources in students admission, attendance, internal assessment, examination etc. The college has ERP having student, teacher and alumnus portal in its website which student, teacher, alumnus can access through his/her login and password to know his/her attendance record, fee record and all other notices issued by the college or individual departments, feedback forms, leave records, salary slips, academic details etc. Students can also send their grievances through this portal. There has been a paradigm shift in technologies and teaching aids, blackboard to green/white boards to smart interactive boards, classrooms to smart classrooms, print material to electronic material (eBooks and other resources) . The college has updated its IT infrastructure to cater to the needs of the students ensuring effective and outcome based teaching learning. The college has been making consistent efforts to improve upon IT infrastructure and facilities as per the requirements. All smartboards have been connected with Internet via LAN/WiFi so that faculty while teaching can access Internet for deeper and wider knowledge. The lease line is of 50 MBPS. All computer labs have been upgraded with latest hardware and software along with printing, photocopy</p>

and scanning facilities. Latest printers and photocopy machines are available for speedy printing of the documents maintaining quality. Digital display board is installed in the campus. Library is online and fully automated with support available 24x 7 on Internet and have Koha LMS. The college library has a separate enclosure for students to work on computers for accessing Eresources. The administrative office has been provided improved hardware and software supports.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The vision and mission of the college for strengthening participative, collaborative and experiential learning, the curriculum delivery mechanism is clearly defined in the beginning of the session. The college Information Brochure is given to each and every new entrant to the college and also uploaded on the college website containing the description of all the programs and courses. The college runs total 20 programs in which 15 undergraduate programs including professional programs , namely, BBA (Management) and 5 postgraduate programs courses in English, Mathematics, Commerce, Political Science and Computer Science. College is running Indira Gandhi National Open University (IGNOU) study center which provides facilities to dropout/other students to do graduation after matriculation and +2. Gandhian Study Center is also being run by our college. A number of teachers of the college, in their capacity as member of the Board of Studies and Academic Council of the parent University. The college has evolved Internal Board of Studies to implement and ensure effective curriculum delivery through well planned and documented process . A total of 24 certificate courses, diploma and value added courses are being run in college. Some of the programs offered at the undergraduate and post-graduate level have the 'Elective' options. The HOD of each department guides the faculty members for preparing lesson plans and encourage them to use ICT-based lecture delivery and their record keeping. The Lesson Plans for each course clearly divide the entire course into short cycle units to inform, engage and motivate the students. The Lesson Plans are uploaded on college website to make students familiar with them. The college has a strong Internal Evaluation System which tests and assesses the comprehension of the students through surprise tests, assignments and class tests. This helps in evaluating students learning levels and accordingly remedial actions are taken through mentoring and other academic counseling mechanisms to enable them to perform better in the end semester examination. Each faculty member gives two assignments in each class for all subjects. Experiential learning is an important part of pedagogy. Guest lectures by expert, workshops, screening of videos and films, special lectures are arranged to relate syllabi with real life situations and make it more interesting. Mentor-Mentee System is followed to encourage and guide the students more effectively. The backbone of curriculum delivery is the college e-library loaded with 31380 text books, 3936 reference books and 18 magazines. Our library also subscribes to more than 6100

e-journals and more than 31 million e-books. Our library uses KOHA-ILMS software. Students belonging to Commerce and Business Administration, Electronics, Computer Application and Medical Streams undertake field projects/ internships.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Advertising and sales Management Code : ASM/CC-01 Code : ASM/CC-01	Nil	03/09/2019	30	Yes	Yes
Rural Marketing Code:RM/CC-01	Nil	19/08/2019	30	Yes	Yes
Inter Personal Relationship, Code:IPR/CC-01	Nil	01/09/2019	30	Yes	Yes
Community welfare Schemes Code : CWS/CC-01	Nil	30/07/2019	30	Yes	Yes
Defence Studies , Code:DS/CC-01	Nil	19/08/2019	30	Yes	Yes
Certificate in software engineering Code : DSE/CC-01	Nil	04/08/2019	30	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA General	01/07/2019
BA	Political Science Hons	01/07/2019
BA	English Hons	01/07/2019

BCom	General	01/07/2019
BCom	Hons	01/07/2019
BCom	Insurance	01/07/2019
BCom	Tax and Procedures	01/07/2019
BCom	Computer Applications Vocational	01/07/2019
BSc	Non- Medical	01/07/2019
BSc	Medical	01/07/2019
BSc	Electronics	01/07/2019
BSc	Computer Science	01/07/2019
MCom	General	01/07/2019
MSc	Mathematics	01/07/2019
MA	English	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	300	38

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Excel File Uploaded	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	Excel File Uploaded	Nill
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
In Gandhi Memorial National College, every year feedback forms of stakeholders namely, students, teachers and alumni are designed, collected and analyzed in terms of the relevance of curricula in catering to needs of society, economy and environment. All the feedback forms are uploaded on the ERP of college and are filled online by the stakeholders. 1. Students-While designing the feedback

forms of students, IQAC, concerned teachers and students keep in mind various affiliated programmes, certificate courses, diploma courses being run by Kurukshetra University and value-added courses being run by the college and the pedagogical method being adopted by the college. The questions are related to completion of syllabus, internal evaluation system of the college, the mode of teaching etc. The students are given a time frame in which they have to fill the feedback forms on ERP. 2. Alumni-To make alumni aware about the courses being run in college, a meeting of alumni association is called and a copy of syllabi of all the courses being run by college is provided to them. During the next meeting, the ideas and suggestions of alumni are sought for designing feedback forms based on recent trends and developments. The alumni come up with new ideas and questions are then framed for feedback forms. The Executive members of alumni association are actively involved in every step of designing feedback forms. The alumni of the college are provided a weblink to fill feedback forms. 3. The teachers of the college give their suggestions in the designing of feedback forms in staff meeting. The teachers make useful suggestions related to relevant changes in courses. After filling of the feedback forms, the forms are evaluated on a five-point scale. Bar diagrams are formulated for every question and the response of stakeholders is analyzed e.g. students are asked a question related to percentage of syllabus covered in classrooms and from the bar diagram we can see majority of students agree that the curriculum inculcates competencies in Soft skills/ Life Skills/ Employability Skills and makes them ready for the world of work. Thus, the strengths and weaknesses of curricula are identified. The suggestions of stakeholders are presented in the Governing Body (GB) meeting as Action Plan for curriculum enrichment. When it is approved by the GB, action plan is uploaded on College Website and due steps are taken by the IQAC in the next session.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nil	Excel File Uploaded	Nil	Nil	Nil
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1311	148	45	2	20

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

67	67	96	26	10	10
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

For effective student mentoring diagnostic assessment, formative assessment and summative assessment are undertaken in the college, as follows: Mentoring System has emerged as an effective solution to the troubles of students. Our college offers an efficient Mentoring system through which a group of students consisting of 20-25 students are assigned to a faculty member at the commencement of the session. The college notifies the name of mentor and the roll numbers of the mentees on the notice board. Mentor-Mentee classes are held on fourth Thursdays of August, September, October and January, February and March during both the semesters. Mentors meet their students and discuss with them about their studies and problems in college. The mentors get vital idea of students' strengths and weaknesses, socio-economic status, percentage in the qualifying examination, interests and aptitudes during their interaction with the students. They also discuss current affairs, societal issues and their personal problems. They encourage them to participate in extra-curricular activities as it helps them to groom their personality. They also provide suggestions relating to their career. Mentees are encouraged to share their problems related to their classes, teaching-learning process, college administration, etc. Students can discuss even their special problems with their mentors. Mentor guides and motivates the mentees to focus on the studies and also to participate in departmental activities. This system helps undergraduate fresh students to understand the challenge and opportunities present in the college. It prepares them for smooth transition to college life which is different than school life. For the subsequent years mentors help them to prepare for their professional life. They help students to expand their vision and give them knowledge about the challenges in life. They help them to enrich their knowledge on diverse topics. Mentoring is also done on class level. Faculty members in all departments conduct tests in first year in all subjects within 20 days of the start of academic session to assess their performance and on the basis of which the students are classified as Advanced Learners and slow Learners. Students mentoring system is also carried out through group tasks, class seminars and interdepartmental activities etc. After the completion of every unit of the syllabi, the teacher makes the groups of the students for group discussion. The students interact with each other in the group and put questions to each other. This makes the learning process more participative and interesting. Class seminars are another method of mentoring the students in the HEI. After the completion of one fourth of the syllabus teachers organise the seminar for the students. Students present their views on a particular topic and other students put questions related to the presentation. Inter-departmental activities work as a tool for mentoring in the college. The institution makes provision of inter departmental activities for different streams. Mentoring system provides a better environment in the college where students can approach their mentors for their educational and personal problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1459	67	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
68	67	1	14	41

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Excel File Uploaded	Nill	Nill

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nil	Excel File Uploaded	Nil	Nil	Nil
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

IQAC prepares internal system pertaining to conduct of examination. IQAC also puts in place a mechanism for grievance redressal and other exam related issues in the beginning of the semester. The students of the college are made aware of the university rules and regulations regarding the internal evaluation at the beginning of the session. According to calendar displayed on the KUK web site, the academic calendar of college is prepared. The institution has a transparent system of Continuous Internal Evaluation. As per university guidelines the student who are absent for classes without leave for continuous 14days, their name is struck off. Such students are given one chance of re-admission. Time to time a written notice is sent to the parents of students who fall short of attendance. Lesson Plan prepared before the commencement of semester by the concerned subjects teacher. Performance of the students is judged on the basis of continuous evaluation system as per directions and compliance of affiliating university, Kurukshetra University, Kurukshetra. 20 of total marks are assigned to internal assessment carried out on the basis the performance of the students in each semester. This internal assessment is trifurcated into hand written assignments, attendance and written class tests. Two handwritten assignments carry 10 weightage, while 5 marks are assigned to attendance of that semester and are awarded as per the criteria laid down by university, Rest 5 marks are for one written class test in which students are awarded marks as per their performance in the test. Based on Kurukshetra University calendar we plan our detailed academic calendar which is uploaded on our college website to give teachers and students a fair idea of academic, extracurricular and evaluation activities to be carried out in each session. The schedule of the internal tests is communicated to the students in the beginning of the semester. The results of these tests are declared within a week of conducting the tests. The question paper is discussed in the class with the students. The slow learners and Advanced Learners are identified on the basis of their performance in class test, regularity in submission of assignments and personal interactions in the class. The institute pays special attention to the different paces of learners to ensure uniform dissemination of knowledge across the class through teachers. Apart from these one class tests and two assignments prescribed by the University for Internal Assessment Calculation, we make use of class seminars, power point presentations, and group discussion with the aim of enriching students learning and engage them in continuous internal evaluation. Special mentor-mentee classes are organised to motivate the students for improving their performance. Test related grievances of the students if any, are invited and addressed immediately by the college authorities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

IQAC prepares academic calendar pertaining to conduct of examination and other related matters in the beginning of session by considering the academic calendar provided by the Kurukshetra University Kurukshetra. The schedule of

these activities is provided in the proposed academic calendar uploaded on the college website for the benefit of students, faculty as well as parents. The information regarding the departmental activities like Extension Lecture, Industrial Visit, Workshops, Quiz, group discussion, Excursion, power point presentation, Seminar, Conferences etc. uploaded on web site is very helpful for efficient planning of teaching Learning Process. The academic calendar facilitates both the students and the faculty members to carry out their administrative and academic duties in an efficient manner. IQAC also puts in place a mechanism for grievance redressal to different problems of students in the beginning of the semester. In the beginning of each academic session the students are well informed about internal examinations and various activities of the college. All departments conduct internal assessment of students by giving two assignments, test and other activities viz group discussions and PPT's. For making the learning more interactive educational and industrial tours are organized by every faculty to give practical knowledge to the students. It helps students to learn about industry needs and have an insight into the real world. Departmental level society and subject societies are very active in organizing various types of these academic activities for the students. The institution adheres to the academic calendar provided by the Kurukshetra University Kurukshetra. Each department plans its teaching, functions and other activities considering the academic calendar. Generally University provides guidelines on the beginning of the academic session, last working day of the semester, internal assessment, examination schedule, end term theory and practical examination and vacation schedule. The same academic calendar is published on College website every year in the beginning of the session. At the end of each semester the examinations are conducted by the affiliating University. Besides, the students are informed from time to time about the examination related University notices and circulars through notice board, College website and also through verbal communication by the faculty members of each department.. Each faculty of the college is fully provided with ultra modern audio- video facility. College has seminar halls equipped with projectors for the use of both faculty members and students. For the promotion of independent learning among the students the whole campus of the college is wi-fi and free internet facility is available in the library. The college library is fully equipped with required number of books, journals, magazines, newspaper, e-books. The library reading room has proper sitting arrangement with AC.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.gmncollegeambala.ac.in/images/uploads/documents/3683c3d48eafc2f015e6f9e6946f80d5.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	Nil	Excel File Uploaded	Nil	Nil	Nil

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

http://erp.gmncollegeambala.com/admin/dashboard/student_second_insights?year=2019-2020

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	Excel File Uploaded	Nill	Nill
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
IPR and Competitive of Academic Offshoot	Political Science	05/11/2019
The Global Dimensions of IPR in Science and Technology	Mathematics	25/01/2020
Plagiarism and academic integrity in higher education	Library Science	27/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Excel File Uploaded	Nill	Nill	Nill	Nill
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
8	50	5

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
Nil	Excel File Uploaded	Nil	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Excel File Uploaded	Nil
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Excel File Uploaded	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	75	170	Nil	15
Presented papers	11	60	Nil	1
Resource persons	1	Nil	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Excel File Uploaded	Nil	Nil	Nil
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Excel File Uploaded	Nill	Nill	Nill
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Excel File Uploaded	Nill	Nill	Nill	Nill
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Excel File Uploaded	Nill	Nill	Nill
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Excel File Uploaded	Nill	Nill	Nill	Nill	Nill
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Excel File Uploaded	Nill	Nill	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
33.9	23.83

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	17.05	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	31380	4884122	564	218211	31944	5102333
Reference Books	3936	1523550	12	13814	3948	1537364
e-Books	3100000	5900	Nill	Nill	3100000	5900
Journals	22	1400	18	64948	40	66348
e-Journals	6100	5900	Nill	Nill	6100	5900
Digital Database	22	5900	Nill	Nill	22	5900
CD & Video	400	Nill	Nill	Nill	400	Nill
Library Automation	Nill	197610	Nill	Nill	Nill	197610
Weeding (hard & soft)	21265	3424338	Nill	Nill	21265	3424338
Others(s	48	42382	9	11311	57	53693

pecify)

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Excel File Uploaded	Nil	Nil	Nil

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	215	7	34	24	1	18	53	50	9
Added	11	0	2	0	0	1	1	20	2
Total	226	7	36	24	1	19	54	70	11

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre, Smart Rooms, Language Lab, library, computer labs, browsing centres, computer centres	www.gmncollegeambala.ac.in 2. https://www.youtube.com/channel/UCyXz6U4gK8etI_lBifgZ6_DTg?view_as=subscriber

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
77.27	65.15	27	29.26

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

The principal along with staff members keep an eye on the quality and requirement of equipment and infrastructure of the college. The Governing Body of the college is also consulted time to time. There are number of committees constituted to review and ensure the proper planning and utilization of grants such as: Purchase, Construction Repair, Electricity, College property, ICT facilities etc. Procedure for maintaining physical, academic and support facilities: Requisitions are made by the departments and approved by the Principal. Approval from Governing Body is sought time to time. Quotations are

invited for purchase above than Rs. 5000. Final order is placed to lowest bidder. The college has fully automated online library having 14(i3) computers. The heads of departments submit their requirements of books in the beginning of the session. The librarian consolidates the requirement after Principal's approval. The purchase committee of library then purchases the required books.

Stock verification is also done from time to time. The college has 17 laboratories including 07 computer labs and various science labs. The requirement of equipment and other resources is sent by the concerned departments to the Principal for purchase. Sports council looks after the sports facilities in the college. Sports infrastructure is updated from time to time. The Gymnasium facility is also available for all the students and faculty members. Sports complex of the college located in Shastri Colony is also given to outside agencies for holding Football Tournaments and other events. There is pre-defined system and procedure for utilizing the available facility in the college. The college has well equipped auditorium which provides plentiful area to organize various events. Campus has well maintained spaces visible through lush green lawns, powerful noiseless generators of capacity 125 KW, heavy duty solar panels of capacity 31KW for outdoor lightning at night and for other purposes too. The college canteen prepares healthy and fresh food at nominal rates. RO and water trunk facility is also available in the college premises which are serviced from time to time. There is fully equipped Common Room facility for boys and girls separately. The college has Medical Room both for faculty and students. Government as well as private agencies approach to the Principal for using college premises for their activities on specified dates and time. The Principal checks the availability of space and then discusses with the members of the Governing Body before giving his consent. College is having 247 Wi-Fi facility with automated Computer labs, Smart Rooms which are also issued to outside students and staff of other colleges and schools, where these computers are utilized by them under the supervision and guidance of our Staff of Department of Computer Applications. On Sundays, the classrooms are given to Indira Gandhi Open University (IGOU) for conducting the classes by their counsellors. On Holidays and Sundays, the classrooms are also given for the conduct of various competitive examinations such as IIT, Banks, Haryana Teachers Eligibility Test (HTET), Haryana Staff Selection Commission (HSSC) etc.

<https://www.gmncollegeambala.ac.in/images/Policy%20and%20Procedures.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Excel File Uploaded	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

Excel File Uploaded	Nill	Nill	Nill
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nill	Excel File Uploaded	Nill	Nill	Nill	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
85	85	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Excel File Uploaded	Nill	Nill	Nill	Nill	Nill
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	Excel File Uploaded	Nill	Nill	Nill
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
Any Other	2
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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Excel File Uploaded	Nil	Nil
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Excel File Uploaded	Nil	Nil	Nil	Nil	Nil
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College creates a platform for the active participation of the students in the various academic and administrative bodies including other activities. Though there was no formal student council till September 2018 due to state government decision, however, for the academic session (2018-19), the college was having an active student council. It was constituted through the process of democratic election setup. As per rules and regulation laid by Kurukshetra University, Kurukshetra and state Government, "Under graduate students between the ages of 17 and 25, may contest elections, for Post Graduate Students the maximum age limit to legitimately contest an election would be 25 years, should have scored at least passing marks in all papers of previous year for last result declared, should in no event have any academic arrears in the year of contesting the election, should have attained the minimum percentage of attendance 75 with no criminal record" can contest election. Every student who is regularly enrolled in college was a voter. Voters of various classes elect their class representative. A total of 17 class representative were selected and 16 was nominated by the Principal of college. These 33 representatives elected their four office bearer and five executive members. The state government again banned the student council election from the session 2019-20. But college authority continued with the same student council of session 2018-19. The panel of office bearer for the session 2018-19 has Ms. Bharati, student BA III (English Honours), as its President, Ms. Anju Malik, B.A. II, as Vice-President, Mr. Kamal Preet Singh, M.A.II (Political Science), as Secretary and Mr. Aaryankush, B com II, as its Joint Secretary. The Executive members are Mr. Kiran Kumar, student of B Com II (Honours), Mr. Kamaljit Singh, of BBA II. Its main objective is to promote healthy corporate life on the campus, to ensure maintenance of proper academic atmosphere, orderliness on the campus to assist in organizing various cultural and sports functions. This empowers the students in sharpening their leadership skills along with inducing feeling of responsibilities, rules, regulations and execution skills. There is a separate office for student council in which they organize their meetings, discuss various issues to be taken up with authority and find solution of problems. The students have an active role of participation in its various academics and administrative bodies of college. Cultural, NSS, NCC, Sports Committee, Discipline Anti-Ragging Committee Youth Red Cross, Women cell, Red ribbon society has student members, participate in their respective committee meeting, and make suggestions to formulate strategies. On the IQAC, two students are nominated as members by the principal of college. All the departments of college have their subject societies, which has office bearers from students of the same subjects. All the activities, functions of departments are student centric.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the College has its own registered Alumni Association. GMN College has a registered Alumni Association named GMN College Alumni Association which is registered with the Department Of Industries and commerce, Haryana under section 9 (1) of the Haryana Registration of Societies act (2012), bearing registration No 01191 dated 6th March 2019 . The office bearer of association are as follows: S No Name Designation 1 Col Sat ParkashMarwah President 2 MsAnjaliWahdawan Vice President 3 ShSurenderJit Singh General Secretary 4 ShKewalKrishan Jain Joint Secretary 5 ShNavneet Mittal Treasurer 6 ShAnil Jain Executive Member 7 ShHarpalSingh Executive Member 8 ShGurmit Singh Executive Member 9 ShRavinder Singh Executive Member The Objectives of Alumni Association are: • To encourage, foster and promote close relations among the alumni themselves. • To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. • To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni. • To preach love, peace and development in GMN College and Society. • To assist and support the efforts of managing committee in obtaining funds for development. • To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni • To let the alumni acknowledge their gratitude to their Alma Mater. • To develop ourselves (Old students) morally, academically, mentally, socially and otherwise. • To help inoculate discipline in the student of college. • To promote college students to contribute positively among surrounding society. • To help GMN College to attain certain height. • To extend financial assistance to the deserving present and past students of the college for academic purposes. • To keep a roster of all Alumni of college and their pertinent data. • To establish interaction with industry for the benefit of students. • To raise and maintain high standards of education by interaction. • Assisting in arranging campus interviews, placements and industrial training. • The Alumni Association achieves these objectives by staging an annual programme of events and reunions through communications, by providing a range of discounts and services for alumni and by supporting student scholarships and other fund raising initiatives.

5.4.2 – No. of enrolled Alumni:

6143

5.4.3 – Alumni contribution during the year (in Rupees) :

178000

5.4.4 – Meetings/activities organized by Alumni Association :

On 22nd January 2020, GMN College alumni association in collaboration with Mind Map, organized a one day training camp for students of college on Spoken English, Personality Development and Military Training in which 37 students participated. On 24th January 2020, Mr Lalit Chowdhary, Advocate, Punjab and Haryana High court an alumnus of college deliver an extension lecture on the topic" Crimes against Women" On 29th January 2020,GMN College in collaboration with alumni association and PGIMER, Chandigarh organized annual blood donation camp in the auditorium of college, in which 95 units of blood was donated by students and faculty members. On 13th February,2020,alumni association of college in association with Raj Vidhya Kendra Ambala,organized a video presentation title" Peace is possible" by Mr PremRawat , International Peace

Ambassador. As many as 90 students and faculty members of college participated. On 18th March 2020, alumni association conducted a talk in which Dr Pallavi, Medical Officer , Civil Hospital, Ambala Cantt and Dr GulshanNagpal, Medical Officer of College aware the faculty members about the Corona Virus and Covid-19. On June 08,2020, G.M.N Alumni association organised a National Webinar on theme Corona Virus : Myth exploded , in which 293 participants attended.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization has a very significant impact on policy, planning and management of higher education in which the Governing body, Principal, IQAC members, Teaching staff, Nonteaching staff, Student representatives, Alumni and other stake holders are jointly empowered to propose, design, formulate and execute their academic initiatives within the framework of NAAC guidelines/DGHE/KUK regulations for good governance and quality education. Principal is empowered by the Management to take all major decisions. The Principal encourages active participation of the staff members in decision-making machinery. The college has developed various committees like IQAC, Advisory Committee, Examination Committee, Library Committee, Purchase Committee, Sports Committee, Youth Welfare Committee, Time-Table Committee etc. Regular meetings of various committees are held with the Principal to discuss curricular and co-curricular planners, infrastructure improvement, purchase of books etc. After discussion with the Management, the plans and policies are finalized and then implemented. In this way the college promotes a culture of participative management. Case Study 1: Purchase of Smart Boards to enhance ICT enabled Classrooms - The smart board is an effective medium for teacher input to the whole class and for reviewing the lessons. In the various meetings of the college with the Head of Departments, conveners of various cells and office in-charges discussed the use of Smart boards and e-Learning apps in the college and proposed to enhance ICT enabled classrooms by purchasing more smart boards. The Principal directed all the departments to give their requisition for ICT enabled teaching in this session which was then consolidated in consultation with IQAC, Advisory and Bursar. The estimated budget on smart boards was discussed. Quotations were invited and the lowest bidder was duly approved by the purchase committee. After getting the final approval from the Management, purchase order was sent to the vendor for the purchase of the items. Case Study 2: About the Budget Preparation, Submission and Approval - The budget planning and preparation is done by discussing with different Head of the Departments and in- charges of Various Cells such as Red Cross, NCC, NSS, Placement Training, Youth Cultural and sports of their future requirements for quality enhancement. The Librarian is also consulted for the purchase of Library Books for the forthcoming session. The Principal finalizes the various heads of the budget and then in consultation with the Deputy Supdt., Accountant and Bursar prepares an estimated budget. The Finance Secretary of the management then prepares the Annual Budget which is presented before the Governing body in the budget meeting in which staff representatives of the college also participate. The Budget is approved after the required changes suggested by the members of the Governing Body.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p>Curriculum Development</p>	<p>Academic Council, Kurukshetra University, Kurukshetra and Internal Board of Studies of the college design the curriculum. The core concern of the institution is to attain and sustain quality teaching and learning so that our students are confident and capable after completing the course. The coordinators of different short term and value-added courses design the curriculum with the assistance of other faculty members and the same is recommended by BOS which is then validated by the IQAC of the college. For an effective curriculum delivery various teaching aids method viz., lesson plans, assignments and participative learning are used.</p>
<p>Teaching and Learning</p>	<p>Teaching and Learning is leveraged for an effective curriculum delivery. The Academic calendar of Kurukshetra University, Kurukshetra is being followed by the Institution. The college organizes Extension lectures/workshops/seminars/group discussions to make teaching learning an enjoyable practice for students. The assignment and tests were delivered through ERP to all the students. You tube lectures by faculty members are delivered to the students. Inclusion of e-books and modernization of labs to accommodate the latest trends in college. Regular classes start as per the academic calendar of the university and the entire syllabus is covered by the end of the session. Opportunities for students to gain extra by taking up value added courses.</p>
<p>Examination and Evaluation</p>	<p>The external examination is conducted by the University per semester. Teachers who have got requisite experience are motivated and guided to take part in the evaluation process effectively. The house examination is conducted by the examination committee of the college. The controller of the house examination invites the question papers of different courses from respective departments based on university pattern. This exercise gives wide exposure to the students and students can test their level of preparation for final exams. It is</p>

mandatory for all the students to appear in one class test and submit two hand written assignments for which evaluation work is carried by the teachers. After evaluation the result is put on the notice board/website. Senior faculty members perform duty of observer, deputy and superintendent.

Research and Development

Research is the backbone of academics. To sustain the culture of research in the College, Departments organizes National/ International Seminars/ Conferences and after shortlisting forwarded to Director Higher Education, Haryana and UGC, New Delhi for financial assistance. To make it mandatory for all the departments that at least two papers in an academic year should be published in UGC CARE LIST OR EDITED BOOK. Newly appointed teachers are encouraged to participate in workshops related to Research Methodology. Teachers are provided financial assistance for presenting research papers in seminars/conferences. Teachers are encouraged to go in for Major and Minor UGC Research Projects. The College received a grant of Rs. 40000020th to 1 lac from IMPRESS ICSSR for the implementation of project for Psychological correlates of political behaviour (21 month) and RS 475000 FROM IMPRESS ICSSR FOR the Project A STUDY OF WELFARE SCHEMES FOR WOMEN EMPOWERMENT IN HARYANA (1 YEAR). 2 Major Research project has been granted by ICSSR under IMPRESS SCHEME to Psychology Department, POLITICAL SCIENCE DEPARTMENT. This time Four books have been edited, Positive Parenting: Joy of Raising Kids ISBN 978-81-941394-8-5, Covid-19 pandemic: A Global Challenge ISBN: 978-93-86695-28-4, Swachhta: A Mirror of Nation Building ISBN 978-93-82968-93-1, Role of Stakeholders in Imparting Quality Higher Education ISBN: 9789386695260

Library, ICT and Physical Infrastructure / Instrumentation

The required upgradation and moderation have been done as required. The library is fully automated with KOHAILMS. E-Library facility with 14 (I.3) computers and Internet facility is being provided to the readers. The teachers and students of various departments use ICT tools in form of

	<p>PPT Presentation. Interactive boards have been installed in the smart classrooms. Many computers were purchased during the session.</p>
<p>Human Resource Management</p>	<p>The college conducts workshop for teaching and learning, professional ethics and human values so that faculty update their knowledge regarding new pedagogic techniques and also to encourage and involve the students for an effective outcome. The college also encourages the faculty members to take part in orientation and refresher courses. All staff members are involved in sensitization, FDPs, PDPs etc. programs. Teaching members perform duties as invigilators/deputy supdt. /centre supdt. /observer etc. during examination. Nonteaching staff members are also assigned duties in examination</p>
<p>Industry Interaction / Collaboration</p>	<p>It would expose the students to latest technology in case of Science and Commerce programs. Students take up field projects/ internships as per MoUs/ Linkages/collaborations of the college with various industries/institutes and this gives our students of all programs to get the experience of working in a more professional environment. Strong and healthy linkages between the institution and the industry/institute have several benefits to the institution, students and the industry/other institute as well. Finally, the industry/institute is benefited with the choice of skilled personnel to choose from. Students on the other hand would seek employment for themselves.</p>
<p>Admission of Students</p>	<p>Admission process during 2019-20 was government centric. The college website displays all the courses and the number of seats in each course along with reservation policy for all the categories as per government directives. Applications for admission were invited online and the admissions were made by DHE, Haryana through online on merit. Parent and students can make a call on helpline number for any query. The counselling desks comprising faculty from different programme was set up in the campus for assistance and guidance to the admission seekers regarding process of on-line admission. The college also</p>

provides facility for students in filling online forms for admission. Post admission, the students are assisted if they wish to change the course. Institute maintains record and list of students who do not take admission or seats are full as waiting list.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • Using Gmail/WhatsApp/ERP for sending notices and agendas to the staff. • Feedback from different stakeholders through ERP for analysing and further development. • Solving Grievances of students through ERP • Mentorship support through ERP
<p>Administration</p>	<ul style="list-style-type: none"> • All day to day activities like Quotation, purchase order etc through e-mail (like letter for practical examination). • Electronic data exchange with University and DGHE and other government bodies. • Staff Management, Leave Management, Student Management, Noticeboard, Timetable, Attendance through ERP • Biometric Attendance system for teaching and non-teaching staff. • University return forms for student admission through ERP
<p>Finance and Accounts</p>	<ul style="list-style-type: none"> • Salary of staff direct into Bank Accounts. • Balance sheets and report generation through Tally ERP. • Payment through cashless mode. • Fee module through ERP
<p>Student Admission and Support</p>	<ul style="list-style-type: none"> • Admissions through web enabled services, ERP. • Character certificates through ERP • Access to e-library. • They can submit feedback through ERP. • Online filling of scholarship forms on government sites and through ERP. • Services like ID cards, timely alert through SMS.
<p>Examination</p>	<ul style="list-style-type: none"> • Learning Management System with Lesson Plan, Online test module, Assignments, Assessments and Results. • Online Roll Number. • Online filling of Assessments and marks of Practical Examination. • Online Payments of invigilator/observer duties during examination and evaluation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Excel File Uploaded	Nil	Nil
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Excel File Uploaded	Nil	Nil	Nil	Nil	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Excel File Uploaded	Nil	Nil	Nil	Nil
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	13	Nil	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Provident Fund as per rules • CPF and NPS as per rules • Reimbursement of Registration fee, TA/DA for research work • Duty leave for participation in seminar/workshop • Duty leave for attending orientation/ refresher course • Loan facility on marginal interest to the staff • Fee concession to the ward of the staff 	<ul style="list-style-type: none"> • Facility for wheat loan • Free uniform (summer and winter) • ESI/EPF for daily wagers • Financial assistance by admitting their wards without charging fee • GYM facility • Health coverage under GIS • Regular health check-up camps by specialized doctors • On campus free medical facility with exclusive medical room 	<ul style="list-style-type: none"> • GYM facility. • Earn while learn scheme. • Financial support to fatherless child. • Boys and girls common room equipped with indoor games/newspaper and magazines. • Provision of first aid to the students in case of emergency. • Provision of dispensary and health Centre in the campus. • Fee concession to the meritorious,

Health coverage under GIS
 • Regular health check-up camps by specialized doctors • On campus free medical facility with exclusive medical room • GYM facility • Free Internet facility • ATM and Indian Overseas Bank situated in the campus provide an easy access for financial transactions

Free Internet facility • Residential facility for support staff

cultural and sports students. • Scholarship to the sports, meritorious and cultural students. • Free internet facility. • Financial assistance for Tours/Trips. • Book bank facility. • Various Schemes for the Welfare of Schedule Castes Backward Classes • Constitution of Student council through student union election • Strengthened ICT based learning through enhancing smart classrooms • Linkage with industry for interaction/Collaboration
 • More skill Oriented courses • Development of ERP System • Fee Concession Provision of payment of fees in instalments to the needy students • Admissions through web enabled services. • Access to e-library. • Submission of feedback forms through ERP. • Online filling of scholarship forms. • Services like ID cards, timely alert through SMS.
 • Student can register their grievances through ERP.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal and External Audits are conducted regularly. The college bursar along with purchase committee, supervise and ensure that all financial transactions are done after due care and as per rules. After getting the requirements from various departments and cells and subsequent approval of the Principal, the purchase committee purchases the items as per the rules and procedures. To make the system more transparent, the bills are perused by the President, Governing body before final payments. All the financial transactions and payments released by the Principal are put forward in the meeting of the Governing Body. The accountant of the college maintains all the financial records in accounting software Tally ERP. All the vouchers and bills are duly audited by qualified and well experienced Chartered Accountant and also conduct audit of the grants received from other funding agencies for organising academic and research activities. The college ensures that all its expenditures are audited, not just internally but also through external audits. To keep the record transparent and to ensure accountability, the college office prepares the balance sheet clearly

indicating the amount spent under different heads during. The balance sheet is signed by the Head-clerk, Bursar, Principal and the chartered Accountant and put before the Governing body for their perusal and observations.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Excel File Uploaded	Nil	Nil
View File		

6.4.3 – Total corpus fund generated

58.63

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Experts	Yes	Principal/President of Governing Body
Administrative	Yes	DHE/KUK/Peer Team	Yes	Principal/President of Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

We believe that parents along with teachers are responsible for overall development of the students. A Parent Teacher Meet was held on 05/11/2019, in which 25 parents with their wards were present. It was very interactive and went off well. The motive was close interaction of Parents with teachers with regard to the students who did not appear in house examination (odd sem.) so as to make them aware of the performance of their wards. Parents were informed through letters sent by the college and requested them to appear along with their wards. progress shown by their wards and finding workable solutions to the problems coming in the way of development of their ward. It covered all the areas like academic performance, classroom behaviour, extracurricular activities, social skills and their talents. It helped parents understand the qualities as well as shortcomings of their wards. Hearing after their personal grievances they were allowed for re-examination with the permission of the Principal. The examination was again conducted and students appeared so that they could perform better in their final exams. Also Heads of Departments from time to time interact with the parents, whenever the situation arises, may be in terms of performance, absentee from the class, health issues or peer pressures. The institution welcomes constructive suggestions from the parents and makes sure that such suggestions are implemented for the benefit of the students and institution as a whole.

6.5.3 – Development programmes for support staff (at least three)

1. Hands on exercise on New and Old Tax Regime 2. Hands on exercise on Basic Functionality of Computer System 3. Training of Basics on ERP 4. How to access ERP

6.5.4 – Post Accreditation initiative(s) (mention at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three) 1. Strengthened

ICT based learning through enhancing smart classrooms 2. Linkage with industry for interaction/Collaboration 3. More skill Oriented courses 4. Updating Leased line Facility 5. Development OF ENERGY CONSERVATION CELL 6. Development of Entrepreneurship cell 7. Development of ERP System 8. Emphasis on Research activities by Teaching Faculty.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	Excel File Uploaded	Nil	Nil	Nil	Nil
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Hair & Skincare Treatment by Lakme Institute	03/03/2020	03/03/2020	Nil	71
Campaign on Beti Bacho-Beti Padhao	04/03/2020	04/03/2020	7	16
Awareness Programme on 'Spread of Corona Virus and Covid -19'	18/03/2020	18/03/2020	24	30
Online Inter college National Level competition on Story & Slogan Writing	20/05/2020	20/05/2020	15	59
Extension lecture on Personal Hygiene	20/07/2019	20/07/2019	103	49
Health Check-up Programme	27/07/2019	27/07/2019	128	30

		community					
Nil	Nil	Nil	Nil	Nil	Excel File Uploaded	Nil	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Information Booklet	08/06/2019	Gandhi Memorial National College, code of conduct handbook is a guide for all students of the College. Students are required to engage in responsible social conduct that reflects credit upon the college and to model good citizenship in any community. According to code of conduct handbook any student who found to have committed or to have attempted to commit the misconduct is subject to the disciplinary action. The college expects from students to adopt a mature and professional approach to their studies and their general conduct around the college. So, we expect students to abide by this code of conduct handbook. The code of conduct sets out the key principle of good conduct and practice in Gandhi Memorial National College.
Code of Conduct for Teachers Management	01/07/2019	Code of conduct for teachers is based on the university calendar norms. The code is intended to encourage teachers to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as a teacher. Faculty is made to prepare their own teaching plan. Faculty is available for students even after college hours

for guidance if required. During the parent teacher meetings, parents are informed about the rules and regulations, library and infrastructure of the institution and informed to follow them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Excel File Uploaded	Nil	Nil	Nil
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Functional Solar Power Grid of 31 KV 2. Tree Plantation is a regular activity. 3. Environmental studies introduced as per the UGC regulations, in all UG Programme. 4. Every year green audit of green campus has been initiated 5. Use of plastic is banned in college campus. Plastic water bottles are replaced by glass bottles in different functions. 6. Water harvesting system organic compost pits functioning properly. 7. Labelling of trees with common and Botanical names. 8. Students encouraged to use bicycles in large numbers and also encouraged to use public transport instead of personal vehicle.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1 Title: Experiential teaching Through Hands-on Learning Experience. Objective: Students need an environment where they rigorously apply knowledge and skills from multiple disciplines to solve real world problems and answer meaning full questions. The ultimate goal is to inspire the next generation of learners to find their passion, talents and continue the quest for personal growth in all aspects of their lives. The aim of the practice is to provide need-based education, service learning, adventure education and work place internships etc. to the student so that they can face the challenges of society in modern era. Context: India has always boasted of a rich tradition in the area of learning and education since ancient times. The absence of Guru-Shishya tradition in the modern education system is the prime reason for students failing to inculcate humanitarian qualities despite acquiring knowledge required for professional excellence. Indian tradition always venerated teachers as Gurus because, a Guru is not a mere instructor but also a motivating spirit who shapes the future of students. Practice: Our college is known for transforming and empowering students who come from diverse backgrounds ranging from under privileged sections to affluent one. The real motive is to facilitate self-growth, self-worth and actualization of potential of the students through myriad ways of empowerment and competent building. The present-day education mainly focuses in a rank based system but our motto is to provide value based system where focus is on the uniqueness of students so that they can excel in their area of interest. Through experiential learning we gave opportunities to students to engage intellectually or physically. We are practicing experiential learning by using power point presentation, audio-visual aids (such as screening of films and plays, displaying paintings and photographs etc.). Although we are using smart boards to teach students yet blackboard and chalk systems are still in use. Educational tours, Internships. Projects, Practical and Lab Experiments are also the part of this practice. We give traditional teaching as well as update students with modern technology.

Students' regular visits to library also open a window to wider world for them.

Activities such as Yoga, Meditation and games etc. generate positivity and peace of mind and also make them fit. We give practical, experimental knowledge to the students at initial stage and theoretical knowledge later. This method enhance the knowledge of science language and commerce students etc. in a different way. So through this practice the students learn to think beyond right-wrong, profit-loss, abnormal-normal, beautiful-ugly and start an educative experience outlook on things. Evidence of Success: Our students are our brand ambassador. Through this practice of teaching they become more confident and self-dependent. This style of teaching trains students to ask more and more questions and also develop their skills to solve their problems.

We promote them toward discovery rather than lecturing facts and testing knowledge through memorization. The result we find that most of the students are selected in various companies and other institutions or opt for higher education. The most important output is that this practice helps the students in the personality development and increases their confidence, sense of discipline, intellect and mindfulness which is necessary in today's world to face the difficulties. This practice prepares students to excel in all fields of life, creating a perfect blend of academics and extra-curricular activities.

Our vision is to educate young minds and foster ethical, social, moral and spiritual values through holistic learning. Problem encountered and Resources Required: It is an undeniable fact that present day society, which nurtures the younger generation faces short-coming in terms of morals, ethics, and spiritual values. The problem faced in the implementation of this practice is the decline in students interest in traditional class room teaching because of social media sites/internet etc.. This is the major problem in implementation of this practice. Note: Experiential learning entails a hands-on approach to learning that moves away from just the teacher at the front of the room imparting and transferring their knowledge to students. It makes learning an experience that moves beyond the classroom and strives to bring a more involved way of learning.

BEST PRACTICE -2 Title: Work from Home Objectives: (i) To develop positive attitude towards study and work. (ii) To provide students with relevant careers information, advice and guidance that are suitable for their personal needs. (iii) To improve education through the availability of up-to-date information. (iv) To help students fully engage in studies and planning. (v) To understand and develop the skills that are required to be successful in their future pathway. (vi) To provide equal opportunities of access to students.

(vii) To contribute in academic syllabus by providing texts, science experiments, multimedia etc. in digital form. (viii) To protect the health, safety and well-being of our students and community. (ix) To sensitize our students toward present scenario and cope-up with higher authorities and teachers. Context: In order to fight with the ongoing threat of spreading Novel Corona virus, COVID-19 infection among the teacher fraternity and students, Department of Higher Education (DHE), Haryana has decided to close the colleges after March 15, 2020 for the students and for the teacher after March 21, 2020.

The Prime Minister of India has also declared Nation lockdown till May 03, 2020. During this lockdown period, faculty members have been advised to work from home so that studies should not hamper. Practice: To implement the practice 'Work from Home' the college authority has created a mechanism for availability of online education material for their students through official web portal. The college education ERP has its own Learning Management System (LMS). The college has an inbuilt ICT based strong LMS and e-resources, which the students can access using their separate Login ID and Password. Our institution also has its own YouTube channel. During lockdown period teachers are providing YouTube lectures on different topics of their respective subjects to their students. Through WhatsApp Groups teachers has also provided reading material to students. Evidence of success: The work from home period shall be productively used by the teacher through: 1. Preparing study material and

sharing the same with students through WhatsApp groups which were created class-wise by different departments of college on March 21, 2020. 2. Other online channel like YouTube, Google drive, Google classes etc. 3. Online link created by DHE for imparting education to students as an alternative mode of delivering education to arrest the COVID-19 impact and explore possibilities of engagement for digitizing education in Haryana. A series of lectures on some of the important topics have been made available and the e-content on the other topics is also made available to the students. The college Principal has shared the online link created by DHE, with the teaching staff and further directed the teachers to share the link with the students, so that digital media may be used to impart education to the students. 4. Sharing of assignments, projects, notes and online test to the students as per curriculum through ERP and LMS. 5. Online support and counseling of students regarding the study material and also motivating the students to stay at home and importance of social distancing during this period of lockdown to protect themselves and others by avoiding the spread of COVID-19 virus. 6. Maintaining the record of daily academic activities during this period. Moreover, The Jaswant Rai Memorial Library of the college has its own webpage (JRMLIBRARYGMN.WORDPRESS.COM), which is centrally designed to provide the access to different platform of e-learning such as e-PG, Pathshala, e-Gyankosh, National Digital Library of India (NDL), SWAYAM, NEPTEL, Open Access e-Journals, e-Books, DOAJ, DOAS, Hindi and Sanskrit e-resources, e-newspaper etc. Students can access all these e-resources through single webpage of the library and they need not to search for the e resources separately. All the educational online resources will make the students enhance their learning skills. Problems Encountered and Resources Required: (i) There is always a major problem with monitoring the work. (ii) The cost of technological infrastructure that is required for implementing the practice. (iii) There is always a security problem occur between students and teachers. (iv) Sometimes communication problem occur between students and teachers. (v) Range of network is a big issue. Most of the time it interrupt the whole lecture. (vi) Learning from computer for long hours can cause poor vision, strain injuries, and other problems. (vii) Some topics require hands-on practice and cannot be taught simply with online lessons. Note: There are both advantages and disadvantages with the 'work from Home' concept. But it is a blessing for students and teachers in this lockdown period.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.gmncollegeambala.ac.in/images/uploads/feature/82a1ec0229c89816ea6a93ac4a759db9.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Performance of the Institution in the area of Community Service is in consonance with the vision and mission of the college. Participating in community service not only make a difference to the organization and community being served, but also makes a difference to every student's career prospects. It also helps students to develop civic and social responsibility skills and become more aware what their community needs. Through service to others, students improve their self-esteem, a sense of responsibility, and sensitivity to the needs of others. These extension and outreach programs are taken up by the college with the help of teachers and students. Our college not only imparts knowledge in excellence but also engages the students in serving the society and underprivileged in many possible ways. The following outreach programs are organized by college during the session: (i) An extension lecture in Government School Tundla was organized by Women Cell of the college in

collaboration with Health Department on 20-07-2019. (ii) A Medical Camp in Government School, Kalarheri was organized by Women Cell of the college in collaboration with Health Department on 27-07-2019. (iii) A Sensitization Program and PPT Competition on Cleanliness was conducted by Department of English at Govt. Senior Secondary School, B.C. Bazar, Ambala Cantt. on 27-07-2019. (iv) Cancer Awareness camp at village Khuda Kalan was organized by Red Cross Unit of the college on 30-07-2019. (v) A Workshop on 'Testing of Adulterants in daily food items' was organized by Dept. of Chemistry on 28-08-2019 at Forooka Khalsa School. (vi) Department of Zoology and Botany organized a programme on 'Disadvantages of Coloro Floro Carbon' in Govt. School Babyal on 28-08-2019. (vii) Awareness on 'Digital Transaction' was given by NCC Cadets in village Ugara on 28-08-2019. (viii) Students of Department of Sociology visited to Samman Kendera (Old Age Home) and sensitized senior citizens regarding Govt. Schemes for old age citizens on 29-08-2019. (ix) "Music Therapy" in Bal Sudhar Grah was conducted by Dept. of Music and Psychology on 09-09-2019. (x) Red Cross Unit of the college organized Waste Management programme in village Khuda Kalan on 30-09-2019. (xi) Women Cell of the college organized Adult Education Programme in village Shahapur on 01-10-2029. (xii) NCC Units of the college in collaboration with Army Public School Ambala Cantt. Organized a cleanliness drive (Plastic Items) on various places on 07-12-2019. (xiii) A sanitation drive was organized by NCC Units of the college on 23-01-2020 at Bus Stand, Ambala Cantt. (xiv) Students of English Department visited Civil Hospital (Roti Bank) to serve food to needy patients and their family members on 25-01-2020. (xv) Dept. of English conducted a Nukkad Natak on Social Issues on 18-02-2020 at Railways Station, Ambala Cantt. (xvi) Dept. of Mathematics, Commerce, Management, Red Cross, and Women Cell of the college organized Health and Eye check-up camp at village Tundla on 28-02-2020. (xvii) NCC Units of the college was campaigned on 'Beti Bachao-Beti Padhao' in Gram Panchayat Ugara on 04-03-2020.

Provide the weblink of the institution

https://www.gmncollegeambala.ac.in/images/uploads/feature/32d84a943982b3899abae_dd05f839654.pdf

8.Future Plans of Actions for Next Academic Year

The first and foremost focus in 2020-21 will be on thoroughly following in letter and spirit all the matrices of SSR manual so as to raise the NAAC grade of the college. The adoption and implementation strategies of curricula will be based on local, industrial, national and global needs with utmost focus on learning outcomes of all programs. New courses will be introduced as per feedback received from various stakeholders. The time table committee will drop a detailed time table deploying the units of time for various academic activities i.e., theory, practicals, tutorials, mentor-mentee groups and various add-on/certificate courses. IQAC will ensure a detailed annual activity calendar deploying the units of time for various extension and outreach activities, seminars, training programs, workshops, competitions etc. thereby ensuring a perfect balance between the academic knowledge and concern and care for community welfare. In this way each and every department will strive for effective curriculum delivery through a combination of time tested and innovative methods, evolving a socio-conscious generation of young minds. This time a special attention will be given to orientation programs for the new entrants to assess their aptitude, academic competency and expectations related to the programs they have opted. Special attention will be given to conducting remedial classes for the slow learners and group discussions for advance learners. IQAC will take special stock of the progress of teaching-learning by way of meetings of the departments, Internal Board of Studies and organizing Parent-Teacher meetings to get the feedback from the parents. It will also be ensured that all the activities of the college are arranged in such a way to relate syllabi with real

life situations and to make the learning process interesting and enjoyable. Teaching - learning process will be augmented by e-content development, PPTs for students and by the students, virtual classrooms through Google Meet, zoom etc., skill development programs, guest lectures by industry experts, field works and projects, internship etc. Keeping in view the prevailing pandemic Covid-19, webinars and workshops will be organized to promote research and innovation. Outreach activities with 100 participation of all students will be conducted under Memorandum of understanding and linkage letters with other NGOs/ Universities/ Industries etc. Number of ICT enabled classrooms and labs will be increased. The faculty development training programs will be strengthened for chiseling the acumen of teaching as well as non-teaching members. To apply for ISO certification will be the top most priority. IQAC qualitative initiatives will be based on environment friendly strategies such as promoting paperless work in record keeping and collection of data / documents. Focus will be on Recycle, Reuse and Reduce solution for environment protection and conservation. Conducting water conservation, energy and environment audit to make campus eco-friendly will be our top most priority. We also plan to ensure more Divyangjan friendly facilities with the college.