



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **GANDHI MEMORIAL NATIONAL COLLEGE**

**GANDHI MEMORIAL NATIONAL COLLEGE JAWAHAR LAL NEHRU MARG  
AMBALA CANTT. 133001  
133001  
[www.gmncollegeambala.com](http://www.gmncollegeambala.com)**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Through seven eventful decades of its history, Gandhi Memorial National College, Ambala Cantt has celebrated the quest for expanding landscapes of learning, academic striving, critical thinking and civic engagement since its recognition under Section 2(f) and 12(b) of UGC in 1948. Today, this college is recognized as a premier institution of higher learning duly accredited by NAAC in 2004 with grade B+ and in 2011 with grade B. Now the college is all set for 3rd cycle of accreditation after approval of college IIQA on the very first day of the New Year, January 01, 2018.

After partition, a great visionary and philanthropist Shri Jaswant Rai with other eminent associates planted the seed of D.A.V. College, Rawalpindi at Ambala which flourished into Gandhi Memorial National (G.M.N) College in 1948. The college had its modest beginning in a building with thatched roofs and today the college is located in a beautiful 6.5 acres campus.

The college offers a unique combination of programmes and courses in **Humanities, Science, Commerce, Management and Computer Science** where community of inspired faculty and talented students learn and grow. The college has become a byword for academic, sports and extra-curricular achievements.

The college is proud of its galaxy of alumni who have excelled in armed forces, judicial services, civil services, media, films, private and public sectors. Some of the eminent alumni are Padam Shri Prof. Satya Vrat Shastri, Prof. Bhisham Sahani, Sh. Vatsal Vashisht (HCS), Bharti Moor (HCS) and Amanpreet Duggal (IAS).

### Vision

To impart qualitative value-based education and to reinvent itself constantly in the context of ever changing scenario so as to create a more happier and growth oriented society.

### Mission

1. To pursue and disseminate knowledge with commitment to all the sections of society.
2. To create and provide opportunity for the overall development of students that can transform the society too.
3. To evolve skilled human resource of higher caliber.
4. To revive high ideal of student-teacher relationship so as to inspire the youth to have yearning for acquiring knowledge and professional skills.
5. To imbibe the ideals of Gandhian Philosophy amongst the youth in order to instill in their minds high moral values, instinct for social justice, awareness and equality.

6. To uplift the mind, body and soul of the new generation of the society.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Ø Highly qualified and experienced teaching staff
- Ø Blend of traditional and modern pedagogical methods
- Ø Pioneers in offering post-graduation in English and Political Science
- Ø Pioneer in installing solar grid in educational institution
- Ø Facilitation of research activities
- Ø Automated library and administrative block
- Ø Well-equipped laboratories
- Ø Well-maintained infrastructure
- Ø Vast and well-managed sports ground and gymnasium
- Ø Clean and green campus
- Ø Eco-friendly premises
- Ø Achievements in sports and cultural activities
- Ø Co-educational institution
- Ø Locational advantage

### **Institutional Weakness**

- Ø Constraints in construction due to locational disadvantage
- Ø Higher proportion of slow learners in admission
- Ø Shortage of ICT based classrooms
- Ø Too much addiction of students to social media
- Ø Low student aptitude towards classrooms teaching

- Ø Poor academic performance of the students
- Ø Late declaration of results by the University
- Ø Faulty examination policy of University

### **Institutional Opportunity**

- Ø Strengthening academic performance of the students
- Ø Career advancement in sports
- Ø Introduction of new job-oriented courses
- Ø Promotion of research projects and collaborative research by teachers
- Ø Possibility of linkages with industry
- Ø Skill Development for employability
- Ø Introduction of gender sensitive programmes/ courses

### **Institutional Challenge**

- Ø Challenges from local colleges with respect to courses and admissions
- Ø To strengthen the classroom attendance
- Ø Keeping pace with rapid changes in higher education

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Nineteen undergraduate and post-graduate programmes are being run by the college alongwith some professional programmes like BBA, BCA and PGDCA. Besides, fifteen Certificate, Diploma and Advanced Diploma Courses are also offered.

Being an affiliated college, the right to revise and review the syllabus rests with the university but some senior teachers as members of BoS suggest suitable changes to the curriculum according to the market needs. Some of faculty members also represent university bodies, UGC and NAAC etc. and give their valuable ideas for effective curriculum delivery.

The college also provides additional inputs to the students by way of offering short-term courses on Business Ethics, Women Empowerment, Environment and Sustainability to name a few.

Some of the programmes offered to the undergraduate and post-graduates have the 'Elective' options. Provision of lateral entry in Add-on courses also ensures academic flexibility.

The college follows well defined process to facilitate time-framed curriculum delivery through departmental meetings, drafting of academic planner class-wise and semester-wise which is then uploaded on college website, meeting the deadlines of submission of assignments by the students and holding of class-tests.

The college is also receptive to the market demands of the highly competitive world and therefore believes in introducing new programmes. Recently, B. Com. (Hons) and M.Sc. (Math.) have been added to the curriculum. Permission to start M. Sc. ([Physics](#)) and (Chemistry) has been given to the college by the State Govt.; approval from the University is awaited.

The college also runs IGNOU Study Centre for undergraduate courses.

### **Teaching-learning and Evaluation**

For the holistic development of its vast human resource, the college ensures a well-proportionate (teacher-student ratio), transparent, gripping, and experiential teaching-learning process commensurate with the contemporary needs and demands.

The band of highly qualified, experienced and dedicated teachers is the greatest asset of the college. Teaching process harmoniously combine the traditional and modern methods of student centric teaching. Students grievances are resolved by teachers/ mentors timely and amicably and in the process, they become role models for the students. Some of the teachers are felicitated by government agencies/ media/ NGOs for their outstanding contribution in academics, social and administrative fields.

The college adheres to DHE/ KUK policies in granting admission to the students. Reservation policy as per GOI/ State Government for SC/ ST/ OBC/ others is followed. Special care and attention is given to slow learners whereas advance learners are promoted by way of freships, concessions, scholarships etc. Participative learning through GDs, PPTs, seminars, practical, projects and tours, is the hallmark of our education policy.

Evaluation process is dual, comprehensive and robust. To assess students' performance, college follows a process which operates at two levels: University-centric and College-centric. Each student is evaluated at the university level through external theory and practical examinations. At the college level, student is assessed by way of internal assessment which includes assignment, class-tests and attendance. Discrepancies in DOB/ DMCs/ Roll Nos, and non-declaration of results by university, non-issue of degree and other such examination related grievances are dealt with by the college COE/ Principal.

### **Research, Innovations and Extension**

Highly qualified and experienced teachers of the college are research oriented and keep themselves abreast with the latest development in their respective subjects. New and innovative ideas, established and evolved through

research by the teachers, constantly help in enriching the knowledge resource.

Research and Development Cell addresses research related decisions/ issues. Two teachers have got research fellowships under FDS of UGC. Seventy-nine research papers have been published in national and international journals in last five years. Several books/ chapters in edited books/ research papers in conference proceedings are other research activities. Organization of conferences/ seminars/ workshops are held frequently and persistently promoted by IQAC.

Collaboration and linkage with industry is very dynamic. Fully equipped laboratories and well stocked library with good number of journals, e-journals and other resources help in carrying out research by teachers and students.

Innovation in the form of developing a rare variety of lemon plant and installation of Waste Conversion device are innovative practices adopted by the college. In area of Industry- Academia Innovative practice, a workshop on Soldering of Printed Circuit Boards for Manufacturing Stabilizers was organized.

Extension activities and out reach programmes with community through NCC/ NSS/ YRS/ Legal Literacy Cell/ Women Cell are highlights of academic environment. Blood Donation, Health Check-up Camps, Tree Plantation, Swacch Bharat, Aids Awareness etc. are carried out regularly.

College has signed one MoU with B.W College, Ohio, U.S.A for MBA programme and three other MoUs with companies for career counselling, soft skill training and personality development.

### **Infrastructure and Learning Resources**

Suitable changes in infrastructure and learning resources are very important keeping in view the requirements of changing market scenario. To evolve our stakeholders as skilled human resource, the college assimilates latest technology into the fabric of academics.

Spacious, well-furnished, well-ventilated classrooms are available. These rooms are properly maintained and renovated from time to time. Common room for girls with all facilities, Doctor's room for medical emergencies, RO drinking water facilities, toilet facilities, cafeteria, reading room etc. make their stay in the college comfortable.

Fully automated library with e-resources, reference section, book bank, AC reading hall are added learning resource. Xerox facility at a subsidized rate is available to the students and the staff.

Solar power grid with 31 KW is the star attraction of the college. Rain water harvesting system has been constructed at five locations in the college.

Zoology Museum, Botanical Garden and Herbal Nursery are a boon for students especially from science stream. Laboratories with latest equipments promote practical knowledge and research acumen of students and teachers.

An ultra-modern gymnasium is the latest addition to the infrastructural facilities. Besides, open air stage, one additional playground for sports persons and fully equipped Seminar room with latest projection systems and group training resources have also been added.

ICT enabled classrooms and Interactive Projection System make teaching learning process innovative, effective and enjoyable. Latest computer systems with updated software give flood of academic and general information to students. Internet Lab for students and staff with printing facility has been added.

### **Student Support and Progression**

For the effective dissemination of knowledge and education, student support environment assumes paramount significance. The holistic development of the stakeholders is ensured so as to enable them to carve out a meaningful niche for themselves in the practical outside world.

Freeships, government and private scholarships are given to the meritorious and needy students. Support to slow learners by way of extra classes, remedial coaching and personal attention is accorded to bring them in the streamline.

Special focus on co-curricular aspects through various clubs/ societies/ NCC/ NSS/ Women Cell/ YRC and participation of students in sports, cultural and other extra-curricular activities is ensured. Students have got recognitions at district/ state/ national/ international level.

Round the year seminars, workshops, extension and guest lectures, field trips, industry visits, exhibitions etc. organized for and by the students.

Skill development programmes and vocational courses are implemented for sharpening the professional skills of the students for better placement.

Grievance redressal mechanism is prompt and effective. College has established Anti- Ragging Committee as per latest guidelines of Supreme Court and UGC, and Sexual Harassment Committee as per Govt./ UGC guidelines.

Alumni plays a vital role in the growth and development of the college by contributing generously and handsomely.

Career and placement cell creates and provides opportunities to the students for progression to higher level of education and employment. A concentrated effort is made to evolve and groom our students as leaders.

### **Governance, Leadership and Management**

The college has a democratic governance that works on the principle of decentralization of powers. Regular communication and feedback among the Management, Principal and the staff ensures cordial work culture. The visionary leadership follows Gandhian principles in the management of the institution and adopts an empathetic attitude towards the team members.

Three core committees IQAC, Advisory and Planning Board act as decision making bodies which follow student friendly policies through regular meetings. Tutor-ward system, academic planner, feedback system, promotion of research, ICT based teaching are some of the important initiatives introduced by these core committees. Teaching, non-teaching staff and students participate in the decision-making process.

The service rules of UGC/State Govt. and Kurukshetra University Kurukshetra regarding the recruitment, promotion etc. are strictly followed. It has the provision of internal and external audit by the state govt., Kurukshetra University Kurukshetra and internal auditor.

College has very effective welfare schemes for teaching and non-teaching faculty, such as financial support to the wards, extra ordinary leave, GIS, financial support to the teaching staff to attend conferences/workshops and symposiums. College has performance appraisal system through ACRs and API.

The college has improved the Library facilities with adequate infrastructure, automation and internet facility. Computer laboratories have been upgraded with software packages. RO drinking water system and girls common room and more toilets have been established as per the recommendations by NAAC in 2011.

### **Institutional Values and Best Practices**

The college operates on values of hard work, perseverance, patience, equality, liberty, non-violence and empathy to create the healthy academic environment in the college. WhatsApp group has been created to disseminate important information about DHE notifications, university guidelines, college notices etc.

Best practices in making the campus clean and green, waste management, safety and security, counselling and divyang are followed.

Gender sensitive programmes which breed a sense of equality and confidence are conducted to empower the girl students. Special attention is paid to their health, hygiene and security. Vending machine, incinerator and LCD are installed in the girls common room. CCTV cameras have been installed at strategic points to keep an eye on trespassers and check eve teasing.

Latest trends in green practices are explored and adopted. Rain water harvesting system, compost pits, compost drums, e-waste exchange programmes, solar energy etc. are some of the green practices adopted by the college.

College is serious about growing environmental concerns and hence promotes public transport usage by the staff and students. Students are dissuaded to use plastic bags.

The innovations and best practices of the institution are thus distinctive to its vision, mission and priority areas.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GANDHI MEMORIAL NATIONAL COLLEGE
Address	Gandhi Memorial National College Jawahar Lal Nehru Marg Ambala Cantt. 133001
City	Ambala Cantt
State	Haryana
Pin	133001
Website	<a href="http://www.gmncollegeambala.com">www.gmncollegeambala.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Raj Pal Singh	0171-2640321	9896202266	0171-2633151	gmncollege@gmail.com
Associate Professor	Surander Singh	0171-2655090	9416226247	-	surandernain@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-02-1948

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Haryana	Kurukshetra University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-02-1948	<a href="#">View Document</a>
12B of UGC	01-02-1948	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

**Recognitions**

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Gandhi Memorial National College Jawahar Lal Nehru Marg Ambala Cantt. 133001	Urban	6.5	18765.33

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Arts	36	XII	English,Hindi	960	654
UG	BA,Arts	36	XII	English,Hindi	150	30
UG	BA,Arts	36	XII	English	150	44
UG	BCom,Commerce	36	XII	English,Hindi	90	42
UG	BCom,Commerce	36	XII	English,Hindi	90	46
UG	BCom,Commerce	36	XII	English,Hindi	90	16
UG	BCom,Commerce	36	XII	English,Hindi	90	44
UG	BCom,Commerce	36	XII	English,Hindi	720	408
UG	BSc,Science	36	XII	English	120	33
UG	BCA,Science	36	XII	English	120	38
UG	BSc,Science	36	XII	English	150	36
UG	BSc,Science	36	XII	English	240	115
UG	BSc,Science	36	XII	English	150	35
UG	BBA,Manag	36	XII	English,Hindi	120	55

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PG	MA,Arts	24	UG	English,Hindi	100	31
PG	MA,Arts	24	UG	English	100	25
PG	MCom,Commerce	24	UG	English,Hindi	100	52
PG	MSc,Science	24	UG	English	60	45
PG Diploma recognised by statutory authority including university	PGDCA,Science	12	UG	English	50	14

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				54			
Recruited	0	0	0	0	0	0	0	0	21	26	0	47
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				34
Recruited	20	6	0	26
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

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

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	6	0	9	11	0	31
M.Phil.	0	0	0	1	2	0	3	5	0	11
PG	0	0	0	1	0	0	2	2	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	2	3	0	5
PG	0	0	0	0	0	0	2	21	0	23

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

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	974	41	0	0	1015
	Female	559	28	0	0	587
	Others	0	0	0	0	0
PG	Male	34	2	0	0	36
	Female	113	4	0	0	117
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	7	0	0	0	7
	Female	7	0	0	0	7
	Others	0	0	0	0	0

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

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	247	280	239	237
	Female	133	126	122	139
	Others	0	0	0	0
ST	Male	0	0	3	1
	Female	3	0	3	0
	Others	0	0	0	0
OBC	Male	435	461	314	281
	Female	153	137	204	157
	Others	0	0	0	0
General	Male	1048	899	714	800
	Female	491	542	482	503
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	1
	Others	0	0	0	0
<b>Total</b>		<b>2510</b>	<b>2445</b>	<b>2081</b>	<b>2119</b>



### 3. Extended Profile

#### 3.1 Program

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

Response: 19

Number of self-financed Programs offered by college

Response: 09

Number of new programmes introduced in the college during the last five years

Response: 02

#### 3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2119	2081	2445	2510	2345

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

2016-17	2015-16	2014-15	2013-14	2012-13
2319	2319	2282	2282	2282

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

2016-17	2015-16	2014-15	2013-14	2012-13
618	520	662	637	556

Total number of outgoing / final year students

Response: 2993

#### 3.3 Teachers

**Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
80	80	89	87	84

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

2016-17	2015-16	2014-15	2013-14	2012-13
32	33	33	35	38

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

2016-17	2015-16	2014-15	2013-14	2012-13
54	54	54	54	54

**Total experience of full-time teachers****Response: 671****Number of teachers recognized as guides during the last five years****Response: 13****Number of full time teachers worked in the institution during the last 5 years****Response: 32****3.4 Institution****Total number of classrooms and seminar halls****Response: 32****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
130.65	103.73	87.09	114.17	85.09

**Number of computers**

**Response: 200**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response: 0.13439**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response: 0.08729**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

##### *The institution ensures effective curriculum delivery through a well planned and documented process:*

- Gandhi Memorial National College, Ambala Cantt, founded in 1948, envisages to be an institution of academic excellence through its academic programs and innovations in enriching the university prescribed curriculum.
- The prescribed university curriculum and academic calendar, to which the college adheres, is strictly implemented through IQAC, Planning Board, Departmental committees which ensure the achievement of stated objectives of the curriculum.
- Additionally, the departments have internal system of workload allocation, taking stock of teaching progress mid semester, moderation of internal assessment, reviewing student performance, constructive feedback and para-academic and extra curriculars activities.
- Opportunities are also provided to the students to develop competence in and awareness of community service through NCC, NSS, Red Cross, Women Cell etc.
- Sports are indispensable part of our curriculum to boost self-confidence and team spirit of the students.
- In addition to university prescribed courses, the college at various times offers auxiliary value-addition programs, some of which are designed in-house by the faculty and are self-funding.
- The college also internally supports its teaching staff through the provision of leave for capacity-building initiatives, and financial assistance to attend academic events like national and international seminars/ conferences.
- Faculty Development Programmes (FDPs) are conducted to enrich the knowledge of the teachers about curriculum and teaching strategies.
- It also provides infrastructure and technology support in the form of ICT enabled classrooms, labs, wi-fi internet access, laptops etc.
- The backbone of curriculum delivery is the college library loaded with 60553 text books, 5098 reference books, 26 journals, 15 newspapers, 15 periodicals and 18 magazines.
- Due to undue delay on the part of State Government in sanctioning the post of Librarian, college library could not be upgraded. But now, in 2017-18, with the appointment of regular Librarian, it has started the process of upgradation by subscribing to 6000 e-journals and 31,00,000 e-books.
- The college runs 14 UG Courses, 05 PG Courses, 15 certificate/ diploma/ advance diploma courses.
- Students' participation in various co-curricular activities, tutorial sessions, different academic competitions, and national conferences, personality development sessions, internship programmes, subjective/objective tests, quiz competition, blood donation camps and industrial visits are encouraged and promoted.
- The college provides academic flexibility to help students in terms of skill development. There is a provision of lateral entry in Add-On courses. Students have the flexibility to opt for Add on courses from any stream and also have the flexibility to change the Add-On course in the next academic

session.

- Short term courses on Gender Sensitivity, Environment, Human Values etc. are offered to add to their skills and capabilities so as to make them a sensible human being.
- Feedback from students, parents and alumni ensures vibrancy in pedagogy harmonized to be student and learning concentric.
- Thus, curriculum expands beyond the myopic focus of redundant pedantic to the comprehensive development of mind, soul and body of the students in tandem with the social and national goals of inclusive development.

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

**Response:** 15

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	04	04	03

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

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

**Response:** 58.48

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	03	3	2

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs

**offered during last five years****Response:** 10.53

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

Response: 02

<b>File Description</b>	<b>Document</b>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 15.79

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

Response: 3

<b>File Description</b>	<b>Document</b>
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 10.27

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

2016-17	2015-16	2014-15	2013-14	2012-13
294	266	236	219	148

<b>File Description</b>	<b>Document</b>
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

#### Integration of cross cutting issues:

Great emphasis is laid on delivering knowledge on cross cutting issues so as to enable the stakeholders to face the challenges of the world outside. For this purpose, various short-term courses are organized. The description of such courses is given below:

#### 1. Short Term Course on Business Ethics (8 to 10 Hours duration)

The course is designed only for commerce students. It focuses on (a) Ethics: Concept & relationship with Morality, Values and Law; (b) Ethical decision making in Business: Personal and corporate values in decision making; (c) Business Ethics and Human Resource: Work Place Issues, Privacy, Role of Outside Stakeholders on Ethics.

#### 2. Short Term Course on Human Values (10 to 15 Hours duration)

The course is designed only for students opting for Arts. It focuses on (a) [Integrity](#) (b) [Fundamental Duties: Duty to Conserve Environment, Duty to protect National Heritage, Duty to respect Elders, Duty to honour National Song/ Anthem/ Flag](#); (c) [Ethics in Public Life](#). The objective of the course is to promote scientific thinking and patriotic fervor in the students.

#### 3. Short Term Course on Personality Development (10 to 12 Hours duration)

The course is designed for students of all streams. The objective of the course is to chisel the abilities and capabilities, to brush up their personality and to build up their confidence. It focuses on (a) Attitude: Concept, Importance & Types; (b) Body Language: Importance, Gesture to Improve, Eye Contact, Body Postures etc.; (c) Personal Abilities: Ability to Assess Potential, Personal Skills, Self-awareness; (d) Confidence Building: Meaning and Importance, Sense of Self-esteem, Model Confident Behavior.

#### 4. Short Term Course on Women Empowerment (8 to 10 Hours duration)

Course is open for students of Sociology and Public Administration. The objective of the course is to make students aware of the burning problem of our society and evolve in them a strong mind set to change the old, heeknyed, stereotype approach towards gender issues. It focuses on (a) Gender Discrimination (b) Domestic Violence, Dowry, Female Foeticide (C) Legal Rights of Women (d) Affirmative Actions through Reservation and Participation in Decision Making Machinery.

#### 5. Short Term Course on Social Responsibility (6 to 8 Hours duration)

The course is designed only for commerce students. It focuses on (a) [meaning and Importance of Social Responsibility](#); (b) [Fundamentals of CSR](#); (c) [Stakeholders Approach and Philanthropy](#); (d) [CSR and Corporate Strategy](#).

**6. Short Term Course on Environment and Sustainability (25 to 30 Hours duration)**

The Course focuses on sensitizing students on Global Warming, Environmental Pollution, Importance of Rain Water Harvesting, Conservation of Energy etc. Students are asked to nurture one sapling into a plant during the course of the study. The fully developed plant in the earthen pots serve as practical files.

**The list of core courses:** Five

1. **Commerce**
2. **Psychology**
3. **Sociology**
4. **Public Administration**
5. **Political Science**

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

**Response:** 15

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

Response: 15

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships**

**Response:** 5.95

1.3.3.1 Number of students undertaking field projects or internships

Response: 126

<b>File Description</b>	<b>Document</b>
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>



## 1.4 Feedback System

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** E. None of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** E. Feedback not collected

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 2.36

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

2016-17	2015-16	2014-15	2013-14	2012-13
66	22	43	45	96

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 62.13

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

2016-17	2015-16	2014-15	2013-14	2012-13
2119	2081	2445	2510	2345

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

2016-17	2015-16	2014-15	2013-14	2012-13
3740	3740	3680	3680	3680

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 39.59

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

2016-17	2015-16	2014-15	2013-14	2012-13
816	885	1004	971	868

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:****Assessment of Learning Level:**

Ø The institution caters to the students of diverse academic competence as they come from different strata of society.

Ø The institution makes adequate plans to upgrade the learning level of students by designing action plans in IQAC, Advisory Council and Planning Board.

Ø No failed student is given admission.

Ø Advance Learners and Slow Learners are identified at the time of admission by the conveners of admission committee.

**Plan for Advance Learners**

Ø There is a special provision for fee concession/ book concession for advance learners as recommended by IQAC

Ø Students with university positions or 90% and above are given free-text books and free- ship.

Ø Students with 80% to 90% are given free-text books and full fee concession.

Ø Students with 70% to 80% are free text books and half fee concession.

Ø Dr. Radha Krishan Foundation Scholarship for UG & PG classes is given to the science stream students with 60% marks and also given to the students of other streams with 55% marks. The scholarship is given

by Kurukshetra University Kurukshetra and the name of the students are nominated by the Principal.

Ø There is also provision of scholarship for meritorious students with poor financial background and names are recommended by the Principal to the University.

Ø Guru Hari Krishan educational Society Scholarship.

Ø Jamna Auto Scholarship.

Ø Mrs. Shakuntala Trehan Scholarship.

Ø Scholarship to schedule caste students.

Ø Scholarship to Backward Class students.

Ø Apart from financial help, advance learner are given extra academic attention by way of holding extra classes for practical subjects in Science and Commerce.

Ø The performance of advanced learners is further enhanced by providing catalogue of extra books. The teachers take them to the library and educate them how to use e-resources.

Ø They are also encouraged to develop their potentials and improve their overall personality by participating in academic and co-curricular activities organized by the department and the college. The department involves such students in the commerce association, subject society of the department.

### **Plan for Slow Learners**

Ø Students with compartment at 10+2 level are placed in separate sections for weak students in Arts, Science and Commerce.

Ø Special counselling session at the time of admission are held to guide students to opt for vocational courses such as B.Com(Ins) and B.Com(FT) etc.

Ø Students with compartment in Science or Commerce are advised to take admission in Arts. The relevance of various elective subjects of Arts in present day scenario is also told to the interested students. The final decision lies with the student or the parent.

Ø Extra classes are held for slow learners.

Ø Slow learners can meet the teachers personally during their free lectures.

Ø To make academics interesting for slow learners, they are taken to educational tours and excursions.

### **2.2.2 Student - Full time teacher ratio**

**Response:** 66.22

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.05

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 1

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

**The learning methodology of the institution is a fine and harmonious combination of conventional classroom teaching and modern methods of learning. The following methods are used for enhancing learning experiences:**

1. **Experiential learning:** The students are educated to learn from the experiences of the staff and industry. On the job training is provided to the students opting vocational courses. The college arranges for the training by requesting the institutions/ industries to accommodate our students for training and benefiting from the experiences and success stories of the successful business entrepreneurs. In addition to this, highly qualified and experienced resource persons are invited in various seminars, workshops, extension lectures etc. and their deliberations on the concerned subject highly benefits the students.
2. **Participative Learning:** The students are encouraged to participate in the process of learning through PPTs, presentations, classroom discussions, seminars and group discussions. Further, practical knowledge is imparted in the laboratories to the students of Science, Psychology, Mass Communication, Music, Health & Physical Education etc. Besides, the students are encouraged to participate in the soft skills courses run in the college from time to time.
3. **Problem Solving Methodologies:** The problems of the students are taken up in the class normally at the end of the lecture. However, if the students have general difficulty, the lecture is repeated; group discussions and role-playing methods are also used for the purpose. In other cases, the students are given

extra time by the teachers to meet their problems in the department.

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

**Response:** 56.25

#### 2.3.2.1 Number of teachers using ICT

Response: 18

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

**Response:** 26.49

#### 2.3.3.1 Number of mentors

Response: 80

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

In order to bring in creativity and innovation in teaching learning process the IQAC has taken several initiatives:

Ø Lecture method of teaching is undoubtedly widely used to deliver knowledge, to explain the difficult and complicated topics, processes and working of various structures. With the passage of time new innovations have come up and newer methods of teaching learning have been supplemented with the older methods of teaching. Our institution is not an exception to it.

Ø Bringing in creativity in the teaching learning process, the faculty members use charts, models, presentation etc. To explain the complicated topics which cannot be presented on the black board or PPT such as the structure of cube/ cuboid, DNA etc. YouTube videos are shown to the students. Sometimes recorded lectures available on Google are also used to explain a point.

Ø In order to create interest of the students in the subject/ topic and ensure their involvement, students are encouraged to participate in discussions in the class, make power point presentations and present their view points on the topic in front of the class and the teachers. Sometimes, a group of 3-4 students are assigned this task which not only helps in developing better understanding about the topic within the group but also develops team work, cooperation and sense of belongingness.

Ø Besides the above, the faculty members use variety of other techniques depending upon the needs of their subject such as extension lectures, declamations, debates, group discussions etc.

Ø Some of the teachers also use modern decision-making techniques like role-playing, panel discussion, model-making etc.

Ø As a part of teaching-learning process and to make it relevant in changing national and global contexts the students are educated to respond to the challenging and pressing issues such as gender equity, environmental consciousness and professional ethics. They are educated and encouraged to learn to save environment against ever increasing day by day pollution arising from human and industrial activities, to be sensitive about gender bias and follow ethical values in their life.

Ø In order to make teaching-learning process enjoyable activity, the college arranges for educational tours of the students of each faculty from time to time.

Ø Photostat facility is provided to the students at subsidized rates in the college library.

These initiatives help in improving overall personality of the students.

## 2.4 Teacher Profile and Quality

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

**Response:** 63.33

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 45.67

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	17	17	16	16

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 20.97

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 8.77

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 4.81

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



2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	2	2

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

#### Response:

The college strictly adheres to the Continuous Internal Evaluation (CIE) system laid down by Kurukshetra University. The CIE is designed in such a way so as to cover each and every aspect of acquisition of knowledge during the semester:

- Ø One assignment after the first quarter of the semester carrying 5 marks
- Ø Second assignment after the second quarter of the semester carrying 5 marks
- Ø One class test covering the entire syllabus carrying 5 marks
- Ø 75% attendance in each subject is compulsory carrying 5 marks

Thus, internal evaluation carries 20 marks and the students are continuously engaged in understanding the syllabus thoroughly.

After this, evaluation process is further strengthened by the following ways:

- Ø Holding Mock Test
- Ø Spoken Drills
- Ø Short tests
- Ø Problem-solving exercises
- Ø PPTs/ Seminars/ Presentations

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

**Response:**

Yes, the internal assessment system of the institution is transparent and objective

- The information for each assignments and class test is also circulated to the students through notices and college website.
- SMS are also sends to the students regarding their assessment on the last day of the session.
- 5 marks for each assignment and 5 marks for the class test have been prescribed by the university as part of internal assessment. Further, 5 marks are allotted on the basis of attendance of the students for which norms have been laid down by the university.
- The marks obtained by the students in assignments and class test are shown to them in the classes by their respective teachers and the discussions are held on the shortcomings in their presentations.
- Later, the consolidated results of assignments and class tests are displayed on the notice boards or placed in the departments for verification by the students. The results are also placed on the college website.
- In case any student fails to appear in the class test or submit his assignments in time, a special chance is given to him as per the university guidelines to submit his/her assignments or take class test. A separate notice is displayed for this purpose on the notice board and the college website.

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

**Response:**

The redressal of examination related grievances are largely transparent. These grievances are divided into two categories:

1. Grievances relating to Internal Assessment
2. Grievances relating to University Examination

**I. Grievances relating to Internal Assessment:** The internal assessments of the students are displayed on the notice board/placed in the respective departments. The students having grievances relating to internal assessments are advised to approach the respective teachers before a particular date who redress their grievance, if any. In case of any difficulty, they can meet the Head of the Department/ Controller of Examination/ Principal who listen to their problems and discuss with the concerned teachers to arrive at some solution. The students who could not appear in the test or submit assignments in time are given.

**II. Grievances relating to University Examination:**

- The college entertains the grievances of the students regarding date sheet, registration etc. are taken

up with the academic/ registration branch for clarification and resolution.

The problems relating to mistakes in personal profile including name/ spellings/ father name/ DOB etc. in the DMC are taken up with the KUK examination branch for correction of the same.

The issues relating to non-issue of roll numbers, non-declaration of results, non-receipt of DMC and non-issue of degree are attended to by the college and communicated to the university to resolve the same.

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

##### **Response:**

The academic calendar is prepared by IQAC in consultation with advisory council and planning board in the beginning of the semester as per the following schedule:

Ø A deadline for the submission of two assignments is fixed.

Ø Likewise, a deadline for holding class test is fixed.

Ø Deadline for mercy attempt is also fixed.

Ø The participants of sports and cultural activities who bring laurels to the college at University, State, National & International level are given special advantage as far as the deadlines are concerned.

Ø The date of consolidated internal assessment on the basis of assignments and class test is fixed and displayed on notice board.

Ø 75% attendance is compulsory to appear in final exams.

Ø In case of advance learners, medical emergencies, sports person and students participating in cultural activities, the Principal of the college exercises his discretionary powers and condons 15% lectures.

## **2.6 Student Performance and Learning Outcomes**

### **2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

##### **Response:**

##### **Programme Outcomes and Programme Specific Outcomes:**

As per the description of the term in glossary, the college is an affiliating college and POs & PSOs comes under the domain of the University.

##### **Course Outcomes:**

URL Link: <http://www.gmncollegeambala.org/News/course-outcomes-odd-even-semester/>

**Mechanism of Communication:**

Ø Holding a meeting by HODS regarding course outcomes as displayed on University Website and College website.

Ø Communication to the students by concerned teachers in classes at the beginning of semester.

Ø Copy of Cos is available in the library.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

Evaluation of attainment of COs:

- Periodic review of the course outcomes is made by the HODs in the departmental meeting.
- On the basis of the review, the slow learners are identified and the concerned teachers are asked to hold special classes for them.
- At the end of the semester, subject wise, course wise and overall results of the college are computed and analysis is made keeping in view the overall University result.
- The first division, second division and third division in each subject are computed.
- The overall merit positions as declared by the university are identified and such students are honoured.
- The COs are indicated in the ACRs of the concerned teachers.
- The promotion of teachers is directly proportional to COs.
- The Principal conducts meetings of the departments to discuss the outcomes of various courses and the departments which have performed poorly are asked the reasons for their poor performance and advised to improve for which the strategies are framed.

**2.6.3 Average pass percentage of Students**

**Response:** 76.54

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

Response: 473

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

Response: 618

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.33

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 40.63

3.1.2.1 Number of teachers recognised as research guides

Response: 13

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

**Response:** 0.31

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

Response: 02

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

#### Eco System Initiative Innovations:

Ø Rare varieties of lemon plants developed by the college and supplied to other departments/ nurseries.

Ø Instead of practical files in the subject of Environmental Studies earthen pots with a sapling planted in it are collected from the students.

Ø Herbal Park with rarest of the rare species of plants in the college is a source of knowledge about the environment and its conservation( e.g. Rudraksh, Butcher's Broom, Aparajita etc.).

Ø The entire campus is full of rarest varieties of trees such as Kadamb, Cheer, Sehjan etc.

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

#### Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

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

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

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

**Response:** 0.31

##### 3.3.3.1 How many Ph.Ds awarded within last five years

Response: 04

File Description	Document
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

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

**Response:** 2.31

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	08	17	39	11



File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.79

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	12	05	04	04

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

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

**Response:**

We believe that additional extension activities greatly enhance our students academic performance as well as their holistic development. We also believe that learning outside the classroom is just as important as learning within the classroom. Various cells and departments of our college regularly organize and arrange for extension activities in the neighborhood community that goes beyond the confines of the syllabus, thereby encouraging students to see their learning as being about more than just passing examinations.

Providing a link between students and community, awareness was spread in people of village Panjokhra on female foeticide under seven days NSS camp from March 12, 2013 to March 18, 2013. A rally was organized in village Tepla to spread awareness about various deadly diseases during seven days NSS camp from February 26 to March 4, 2014. Emphasis was laid on healthcare and healthy living. Taking steps for community welfare and taking forward the agenda for Swachh Bharat, our students carried out cleanliness drive on October 2, 2014 and also took pledge in this regard.

Tree plantation move and a rally in village Panjokhra was organized on January 28, 2015 during 7 days NSS camp and it mobilized thousands associated with it, into a community of tree planters.

To sensitize our students and people in society about gender issues, a candle-march was organized on March 12, 2015 to pay tribute and to seek justice for rape victims.

A drug de-addiction rally was being taken out by our students on February 10, 2016 to help youth come out of the crippling effects of drug and alcohol abuse and menace. National Unity Day was celebrated from October 31 to November 5, 2016. NCC Cadets, NSS volunteers, sportspersons and college staff participated in Run for National unity and hence cultivated a humanitarian spirit. To work emphatically on the Beti Bachao Beti Padhao campaign and to contribute to our bit in facilitating improvement in the child sex ratio, a rally on female foeticide and Beti Bachao, Beti Padhao was organized in village Nanhera during 7 days NSS camp from January 28 to February 3, 2017.

The college is committed to carving out socially sensitive and sensitized students who would take an active role in social activities. The college can boast of providing various extension activities to students which helped them develop amongst themselves a sense of social and civic responsibility. The students as a result gained skills in mobilizing the community participation and social harmony.

They are able to understand the needs and problems of the neighborhood community and involve them in problem solving process. All these extension activities organized during the last five years helped us in producing responsible citizens in the form of organized, trained and motivated youth.

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

**Response: 12**

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	05	03	02	01

#### **File Description**

#### **Document**

Number of awards for extension activities in last 5 years

[View Document](#)

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

**Response: 26**

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

five years

2016-17	2015-16	2014-15	2013-14	2012-13
08	06	06	03	03

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 32.48

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

2016-17	2015-16	2014-15	2013-14	2012-13
767	814	679	105	1293

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

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

**Response: 4**

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	02	00	01	01

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

Ø The college consists of 32 (30 classrooms + 2 Seminar Halls) including 5 technology enabled smart class rooms in which teaching work in the college is carried out.

Ø Apart from this, 05 Computer labs also help students match their theoretical advancement with practical.

Ø The college has provided students with latest configured computers including i5 -12 No. i3-56 No. core 2 duo - 102 no, Dual Core-1 No., Dual Core- 4 No., Pentium D-1 No., server-2 no., Total of 178 and printer 18 No.

Ø In addition to it, as many as 23 laptops has been issued to various Heads of Departments for the purpose of administrative and research work.

Ø The college has 01 Seminar Hall equipped with audio/visual electronic gadgets.

Ø In the faculty of Sciences and IT, our college has 17 Laboratories in the subject of Computer-science (5), Physics(3), Chemistry (3), Electronics (1), Zoology (1), Botany (1), Psychology (1), Language Lab (1) and Mass Communication (1).

Ø The college has Museum Specimens, Herbaria and a botanical garden for botany students.

Ø The air – conditioned administrative office of college is fully computerized with wi-fi enabled and 4G facilitated eight Desk top machines, printers, Xerox machine and on-line U.P.S.

Ø We have Indoor games facilities and gymnasium.

Ø For girl students, it has one girls common room with attached toilets equipped with incinerator, vending machine. It is equipped with one LED TV with satellite dish and a music system.

Ø There is one girls toilet in commerce block also. For boys there are three neat and clean toilets i.e. one each in arts, commerce block and one in college ground.

Ø The college has newly developed open-air theatre with covered stage equipped with audio visual gadgets.

Ø There are two generator sets- one with 125KVA & other with 30KVA capacity, and 31KVA capacity solar power grid.

Ø The College Cafeteria is run on contractual basis.

Ø The college has eight water coolers and RO water filters.

Ø Apart from teaching infrastructure, the college has separate space for Common facilities like IQAC, Grievance Redressal Unit, Women's Cell, Counselling and Career Guidance, Staff room, NSS, NCC, Bursar, Electric Control room, workshop and general store room. The college has on campus medical/rest room with all the basic first aid facilities.

Ø The college runs Indira Gandhi National Open University Study Center for which a separate office is provided to the course coordinator.

Ø The fully automated library of our college has a total area of 300 sq. mtrs. with seating capacity of 200 students at a time. There is a reading hall measuring 120 sq. mtrs. and a large covered corridor to enable the students to read inside and outside the library.

Ø Photocopier facility is provided in the library.

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

**Response:**

##### **SPORTS INFRASTRUCTURE**

Considering sports as an integral part of any educational institution, college works in the best way to offer a healthy and conducive environment to all its sports persons. College has a variety of indoor, outdoor games and sports.

##### **Indoor games**

College has a multipurpose auditorium spread over an area of 37.0 X 12.25 Sq. meter, offering facilities of many indoor games like table tennis, judo and badminton and chess.

TABLE

##### **SPORTS FACILITIES: INDOOR**

<b>S No</b>	<b>Name of sports</b>	<b>Facility</b>	<b>Area</b>
1	Badminton	Yes	44ft X 20ft (one court)
2	Chess	Yes	Portable Table
3	Yoga	Yes	Space available in Auditorium
4	Gymnastics	Yes	Space available in Auditorium
5	Table Tennis	Yes	Table available in Auditorium

##### **Outdoorgames**

- College has two big play grounds of which one is situated in the campus itself measuring of size 111X 89 sq.meter and the other is situated in the Shastri Colony near G.T. road barely 2 KMs away from the college having an area of more than 8 acres.
- The grounds are sufficient to offer a wide range of outdoor games like softball, cricket, baseball, kho-kho, kabaddi, volleyball, football.
- In addition to it has two R.C.C floored grounds of size 30.25X19.75 sq. mt. for two badminton courts and other of size 30.25 X 20.75 sq. mt.for Basket Ball.
- The college also has a store for keeping sports kits and equipments.

### Gymnasium:

- Sports students of the college make good use of the gymnasium spread over an area of 6.5 X 15.25 sq. mt. equipped with modern exercise machines.
- A separate register is maintained to record the attendance.
- It is open for staff, students and visitors from the town.
- A very nominal fee is charged from the outside visitors.

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

**Response:** 18.75

#### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 2.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
3.5	3.0	2.0	4.5	1.0

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

Library automation began in the session 2016-17 and ended in 2017-18

- *Name of the ILMS software:* **Koha Open Source**
- *Nature of automation (fully or partially):* **Fully**
- *Version:* **17.05**

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

#### Response:

- The college was established in 1948 and since then all efforts had been directed to make the college library the best and the unique knowledge resource in an around Ambala.
- As a result, it has become a favourite place visited by eminent doctors, industrialists, scholars, academicians and researchers.
- College library has rich collection of books, manuscripts and knowledge resource.



- In the last five years, the college has procured some precious books of social and cultural relevance such as **Era of Mono Technology, The Fifth Discipline, Complete Birds of the World, Guru Granth Sahib: The Guru Eternal, Approach to Media Literacy, Advertising Society and Consumer Culture, Global Mobile Satellite Communication, Information Literacy, Academic Library System, Right to Information Act, India's 60 Years of Planned Economic Development, Encyclopaedia of Dictionary of Economic Terms, Environmental Problems and Gandhian Solutions, Encyclopaedia of Experiments in Physics, Handbook of Complete Ayurveda etc.**
- Apart from books, the college subscribes to 18 magazines, 15 periodicals, 15 newspapers
- College library subscribes to 26 Journals of literature, commerce, management, political, science, computer etc.
- The rarest of the rare books date back to 1914 to 1962, which are difficult to find in other libraries such as **Scrutiny, Complete Works of Swami Vivekanand, Ancient Indian Traditions and Mythology series form Motilal Banarasi Dass: Varah Puran, Agni Puran, Siva Puran, Garuda Puran, Brhat Puran, Vedic Mathematics, Encyclopaedia Britinica (1910), New Popular Encyclopaedia (1903), Life Science Library etc.**
- College boasts of rich knowledge resource in procurement of books like **100 Best Parliamentary Speeches(1947-1997), 100 Best Pre Independence Speeches(1890-1947), Winston Churchill Speeches(1897-1963), Savarkar Smagra(5 Vol), Harvard Classic(17 Vol), Shakespeare Bradbrook (6 Vol), Dravya Gun Vigyan (5 Vol) etc.**
- **Old edition of Newspapers such as 'The Economist' from 1930 onwards**
- Precious manuscripts are also available and such valuable documents are in the form of a letter and a handwritten book by The Father of Nation, Mahatma Gandhi.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

**D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)****Response:** 1.99

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.99447	3.12007	3.18983	0.90681	0.75918

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library****Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 3.95

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

**Response:** 85

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
<p><b>Response:</b></p> <p><u>Ø All departments have been equipped with desktop Computers, LapTops, Printers, Broad Band/4G, Connectivity.</u></p> <p>Ø The institution has total no. of <b>22 Laptops, 178 Desktop Computers and 2 servers.</b></p> <p><b>The details have been uploaded under any additional information in the template given below:</b></p>

File Description	Document
Any additional information	<a href="#">View Document</a>

4.3.2 Student - Computer ratio
<p><b>Response: 10.6</b></p>

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<p><b>&gt;=50 MBPS</b></p> <p><b>35-50 MBPS</b></p> <p><b>20-35 MBPS</b></p> <p><b>5-20 MBPS</b></p> <p><b>Response: &lt;5 MBPS</b></p>

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 70.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
81.94	82.95	68.59	60.2	68.4

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

**Response:**

The college has well prescribed and established procedure for maintaining physical academic and support facilities as under:

Ø Purchase Committee: All types of purchases are broadly categories into 5 parts.

- Building Maintenance & Construction Committee
- Electricity Maintenance & Purchase Committee
- Equipment Maintenance Purchase Committee
- Library Purchase Committee
- Sports Purchase Committee

Ø Procedure:

- Requisitions made by the Departments.
- Requisitions then approved by the Principal.
- Requisitions forwarded to the concerned committee.
- Cost is estimated by the committee.
- Estimated cost is approved by the Principal.
- In case of heavy purchases approval from Governing Body is sought.
- Quotations are invited for purchases above Rs. 5000/-
- Committee approves the lowest bidder.
- Final order is placed.
- Under certain circumstances, committee makes on the spot purchase from the market for urgent requirements.

Ø Utilization of Facilities available in the College:

- There is a pre-defined system & procedure for utilizing the available facility in the college to the maximum. The infrastructure is given to outside agencies if vacant. The college provides campus free of cost to Government Agencies but charges for Private Agencies. Under certain circumstances, if the programme/ functions by Private Agency is for the promotion of Art & Culture, College does not charge anything.
- The Government as well as Private Agencies approach the Principal for using college building for their activities on specified dates and time. The Principal checks the availability of the space, checks the College calendar and then discusses it with the members of the Governing Body before giving the consent.
- During the working hours from Monday to Saturday, the time table is so designed that all the classrooms, smart classrooms and laboratories are utilized for teaching purposes.

- On Sundays, the classrooms are given to Indira Gandhi Open University Study Center (06024) for holding of classes by their counsellors.

During winter vacations in December, classrooms are given to Distance Learning Education Department, Kurukshetra University Kurukshetra for Personal Contact Programme (PCP) for Under Graduate classes. G.M.N College coordinates classes for PCP.

- On Sundays and Holidays, the classrooms are also given for the conduct of examinations held by Haryana State Agencies such as Haryana Teacher's Eligibility Test(HTET), Haryana Staff Selection Commission(HSSC), IIT, Banks, examination by High Court Chandigarh for the recruitment of the clerks.

- Sports Complex of the college located in Shastri Colony is given to Deputy Commissioner Ambala for 2 Years for holding Football Tournaments and Practice.

- Computers are utilized by the college students primarily. However, when Faculty Development Programme for outside students, staff members of other schools, retired personnels etc. are conducted, computers are utilized by them as well under the supervision of our staff of Department of Computer Science.

- Seminar Hall and Auditorium are given to outside agencies for the conduct of their programmes.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 10.53

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

2016-17	2015-16	2014-15	2013-14	2012-13
142	148	380	330	238

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[View Document](#)

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

**Response:** 7.24

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

2016-17	2015-16	2014-15	2013-14	2012-13
179	169	140	104	229

#### File Description

#### Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

Any additional information

[View Document](#)

**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

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

**Response:** 0.13

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

2016-17	2015-16	2014-15	2013-14	2012-13
14	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during**



**the last five years****Response:** 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 4.11**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
78	20	15	00	10

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 2.27

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 14

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

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

**Response:** 5.86

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	00	00	02

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

2016-17	2015-16	2014-15	2013-14	2012-13
12	09	08	10	11

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

File Description	Document										
<p><b>5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</b></p> <p><b>Response: 52</b></p> <p>5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>02</td> <td>24</td> <td>24</td> </tr> </tbody> </table>	2016-17	2015-16	2014-15	2013-14	2012-13	01	01	02	24	24	<a href="#">View Document</a>
2016-17	2015-16	2014-15	2013-14	2012-13							
01	01	02	24	24							
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>										
e-copies of award letters and certificates	<a href="#">View Document</a>										

<p><b>5.3.2 Presence of an active Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution</b></p> <p><b>Response:</b></p> <p>The students of our college play a vital role in administrative, cultural and co-curricular development of the college. Three students are members of IQAC committee which is of prime importance. The students give their valuable suggestions for the betterment of the college in various ways as they can assess the college from a different viewpoint. Participation of students in such an important committee shows the involvement of students in the decision making of the college also. This type of tendency of the college helps it in its overall development and growth.</p> <p>Besides, there are a number of associations in the college comprising of various office bearers and members. These associations are Computer science association, Biological association, Physics association, Mathematics association, English literary society, Dhanwantari parishad, Commerce association,</p>
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Placement cell, Sports council etc. The different associations are mainly constituted subject wise and activity wise. These students of these associations help the college in organizing various activities, functions and competitions.

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

**Response:** 48

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

2016-17	2015-16	2014-15	2013-14	2012-13
71	51	32	34	52

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

The college Alumni have excelled in every work of life, be it be civil services, armed forces, judiciary, private and public sector and media. Our Alumni contributed a huge amount for the infrastructural development and for providing various facilities to students. We are proud to have Mr. Ram Kumar Kashyap, Ex M.P. Rajya Sabha as the alumni of the college. He donated Rupees 21lakhs for solar grid system for our college. He was our ex-student of B.A. Hon's. (Economics) 1987. The college used the amount for installing solar grid of 31 KV which will help the college in saving the electricity bill up to a huge amount. Along with power saving, it will facilitate the college with adopting the new innovative and natural technique in a different manner. It will help to sensitize young generation about the importance of environment and its protection. It is estimated that the power saving with this new technique will cover its cost within 3 years and after that the benefit of the solar grid will be for the long time.

Sardar Malkiat Singh who was the president of student union visits time to time to college and motivates to the students. He donated Inter locking tiles which were used for constructing the passage connecting the two grounds and music room. Parvinder Pari, who is M.C. donated rupees 11000 for the development purpose of the college. Apart from these, the college has a long list of Alumni who has given their significant contribution in various manners. Their Regular visits is benefited to the college in the form of

their experience, which they share with the faculty and the students covering various disciplines including management, personality development, career building etc. The financial assistance given by them has been discussed in the criterion number 5.4.2.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** ? 5 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

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

**Response:** 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

Gandhi Memorial National College has a rich, unprecedented history of 70 years of delivering quality education to the masses in and around Ambala. Since its inception in 1948, this college has progressed leaps and bounds, and enjoys a very special and unique status in the annals of history of Higher Education. Undoubtedly, the credit for holding such an enviable position among all neighboring colleges goes to the effective and good governance of the college by its leaders. The college leadership believes in Gandhian values of patience, perseverance, hard work, democratic decentralization of powers, healthy feedback system and above all showing an empathetic attitude towards the team members.

##### Nature of Governance

Ø Gandhi Memorial National College Trust and Society, which has 23 members, runs two institutions: Gandhi Memorial National College Ambala Cantt and G.M.N Public School Ambala Cantt.

Ø The members of the Trust and Society democratically elect the office bearers of the Governing Body (GB) which is the highest body of the college.

Ø 7 executive members to the GB are nominated by the President.

Ø The Principal of the college is ex-officio member of the GB and is responsible for conducting the GB meetings and holding elections after every three years.

Ø At the time of election, the President of the Trust appoints the Principal as Retuning Officer.

Ø The Principal then displays the voters' list and invites objections.

Ø The election is conducted in the presence of VC nominee and DHE nominee; their presence during election is mandatory.

Ø The Principal also informs District Registrar of Societies about the election; his presence is optional.

In this way, the college governance discourages any type of authoritative leadership and strongly upholds democratic, decentralized and participative leadership.

##### Perspective Plan

Ø At the outset of financial year, the budget for the income and expenditure on various Heads is prepared, approved and implemented in consultation with the office bearers of the Governing Body.

Ø At the commencement of the academic year, total teaching workload of various departments is prepared

by respective HODs, which is duly approved by the Principal.

Ø The college Prospectus is prepared before the beginning of the session, giving a comprehensive detail about the faculty, programmes and courses offered, fee structure, scholarship schemes and various other important information.

Ø Then the academic calendar is prepared in consultation with IQAC, Planning Board, Advisory Committee and HODs of various departments.

Ø HODs hold departmental meetings for the effective curriculum implementation.

Ø Academic extension activities like Seminars, Presentations, PPTs, Paper Reading, Film Viewing etc. are also planned (academic planner) and the various departments act accordingly.

Ø Extracurricular activities like Annual Talent Show, Youth Festival, Sports Meet, Celebration of various important days like Independence Day, Gandhi Jayanti, Republic Day etc. are also planned as per Kurukshetra University Kurukshetra Calendar and College Calendar.

Ø The activities of NCC, NSS, Red Cross, Women Cell, Legal Literacy Cell, Placement Cell are also predefined in the academic Year.

Ø The Subject Societies effectively contribute towards effective curriculum implementation by way of designing such activities that grip the attention and the interest of the students.

Ø The editorial board of the college Magazine starts functioning from the beginning of the session, inviting write-ups from the budding writers.

Ø Academic tours and excursions are also planned.

#### **Teachers Participation in Decision Making:**

Ø Teachers, being the backbone of curriculum planning and implementation, are integral parts of all the important decision-making bodies.

Ø Two teacher representatives, duly elected by the teaching staff, are part of the governing body to highlight the issues, problems etc. of the teaching faculty.

Ø IQAC comprises of 6 to 7 senior teaching staff members who take all important decisions pertaining to academics, co-curricular and extra-curricular activities.

Ø Planning board consists of Deans of Arts, Science and Commerce, In charge Sports, Cultural Activities, coordinator IQAC and any such member nominated by the Principal.

Ø Advisory committee consists of five senior teaching staff members representing all faculties, one nominated member for one year and special invitees from NCC, NSS, Sports, Cultural, Women Cell, Red Cross etc. as per requirements.

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The college follows democratic, decentralized and participative process of governance which lays maximum emphasis on accountability, transparency, corporate reputation, inclusive development and above all stakeholder concerns and contemporary concerns.

The maximum participation of teaching, non-teaching staff members and students in various decision-making committees is ensured:

#### A. Staff Representatives to the Governing Body

Two teaching staff members and one non-teaching staff members are democratically elected to the Governing Body of the Institution. This apex body takes all the important decisions on Budget, Planning and Policies, Infrastructure, Faculty Development, Recruitment etc. and staff members (teaching and non-teaching) give voice to redress the grievances of their colleagues and partake in decision-making.

#### B. Internal Quality Assurance Cell(IQAC)

It consists of representatives of the Governing Body, Principal, members of teaching and non-teaching staff and students which ensures qualitative improvements in curriculum, infrastructure, ICT enabled teaching process, good governance, leadership and management.

#### C. Planning Board

Planning Board consists of six senior members from different faculties . The senior most member acts as Member Secretary of the Planning Board. It takes decisions relating to designing and implementation of Academic Planner.

#### D. Advisory Council

Advisory council is constituted as per the rules and regulations of Kurukshetra University Kurukshetra. It is a statutory body which consists of the Principal, [five senior teaching staff members representing all faculties, one nominated member for one year and special invitees from NCC, NSS,Sports, Cultural, Women Cell, Red Cross etc.as per requirements.](#) It takes decisions pertaining to academic calendar, curriculum planning and implementation, sports planning, annual functions,celebration of important days, talent show and youth culture activities.

#### D. Institutional and Administrative Committees

Admission Committee, Grievance Redressal, Purchase Committee, Building Repair and Maintenance, Sports Committee, Research & Development Cell, Youth Welfare & Culture Committee, Discipline Committee, Subject Societies, Career Guidance & Placement Cell, Legal Literacy Cell, Women Cell etc. are important committees for the effective implementation of policies and plans of the college.

The college exercises total decentralization for effective leadership. It distributes the functions, powers and duties to staff members and students from a central authority vested in the Principal of the Institution. The



decentralization is adopted in academic, financial and administrative matters. Transparency and accountability are the hallmarks of the decentralization policy of the college.

**Case Study: The participative and decentralized process of management is evident in the following case study relating to preparation and implementation of financial plan of the college.**

- Before the commencement of the financial year, budget layout plan is prepared by the committee comprising of Financial Secretary of the Governing Body, Principal of the College, Bursar and Accountant.

- The expected income and expenditure of the year is assessed and estimated budget is prepared.

- Meeting of Governing Body is then convened by the Principal( Ex- Officio Member Secretary), and a copy of the estimated budget is sent to all the members along-with the notice of the meeting through email. The following members participate in the meeting :

- I. Representative of the Kurukshetra University, Kurukshetra,

- II. Representative of the Director of Higher Education, Government of Haryana,

- III. Executive members of the Governing Body.

- IV. Two representatives of the teaching faculty.

- V. One representative of the non-teaching.

- After discussion, the budget is approved if there is no change.

- In-case any change is suggested, the budget is approved subject to the condition that the suggestions for change as passed in the meeting will be incorporated in the budget. In such case, the revised copy of the budget is sent to the President for his consent.

- The Principal has to ensure that all the expenditure in the financial year including capital expenditure are made in accordance with the approved budget. However, if more expenditure has to be incurred on a particular item or head of expenditure than the budgeted, the approval has to be taken from President/ General Secretary of the Governing Body.

- Capital expenditure out of Amalgamated Fund needs prior approval of the Vice-chancellor. All the expenses after the financial year are audited by University/ Government agencies.

## 6.2 Strategy Development and Deployment

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

**Response:**

All the major as well as minor activities for the growth and development of infrastructure, academic facilities, para academic facilities, recreational facilities or any other activity in the college are strategically planned and executed. One such activity which has always been well planned and well implemented and deserves special mention is the Contractual College Canteen.

### **Strategic Plan**

- Ø The procedure of open auction is adopted for the contract of the college canteen.
- Ø Extra bit of finance for the college is generated, which is further used for student welfare.
- Ø Refreshment is given to the NCC cadets for 35 parades, participants of Youth Festival and on many such occasions in the college, which is given at a very subsidized rate, thus saving a bit of finance for the college machinery.
- Ø Best quality food items are available in the canteen at a low price compare to the market price.
- Ø Canteen is a strategic point of the college where the teachers and the taught can sit over a cup of tea/coffee to share ideas over the lighter issues, thus creating a very harmonious rapport between teachers and students which lead to healthy academic environment.
- Ø Wet waste like peals of vegetable, tea leaves etc. produced by the canteen is recycled.
- Ø Special drum is provided to the canteen contractor free of cost which help recycle the waste into compost.
- Ø This compost is used as manure for the sprawling lawns and flower beds in the college.

### **Procedure**

- The institution invites the tender for the canteen.
- The college canteen committee open all the quotations sent by the bidders.
- Committee study and analyze all the quotations.
- It is then discussed with the Principal and a date is fixed for auction.
- All the bidders are informed telephonically about the auction date and time.
- On the day of auction, all the vendors are asked to deposit the earnest money.
- The contract goes to the highest bidder, assuring to follow all the rule and regulations.
- The highest bidder than signs a duly written agreement on a stamp paper showing his consent and commitment.

### **Implementation**

- The college canteen committee finalizes the rate list of eatables.
- The contractor deposits the money in two installments in the months of July and December.
- The college has provided the separate sub meter for the electricity.
- Time to time the members visit the canteen and check the quality of the eatables in canteen.
- The committee ensures the cleanliness in the canteen and provides different dustbins for dry and wet waste.
- The college has a mechanism of waste management by which the waste is recycled and used for the plants.
- All the bidders are informed telephonically about the auction date and time.
- On the day of auction, all the vendors are asked to deposit the earnest money.
- The contract goes to the highest bidder, assuring to follow all the rule and regulations.
- The highest bidder than signs a duly written agreement on a stamp paper showing his consent and commitment.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

Functions of the various committees:

Name of the Committee	Functions of the Committee
<b>Internal Quality Assurance Cell (IQAC)</b>	<ul style="list-style-type: none"> <li>Ø Make Plans and strategies pertaining to (i) academic calendar, curriculum planning and implementation, (ii) sports planning, (iii) annual functions, celebration of important days, (iv) Talent Show and youth culture activities etc.</li> </ul>
<b>Advisory Council</b>	<ul style="list-style-type: none"> <li>Ø Plans for E-governance in various areas of operation.</li> <li>Ø Smooth implementation of plans and strategies targeted by IQAC.</li> </ul>

<b>Planning Board</b>	Ø Keeps track of latest guidelines by KURUKSHETRA UNIVERSITY, KURUKSHETRA, DHE and latest developments as per market demands.
<b>UGC Committee</b>	Ø Prepares and executes Academic Planner . Ø Apply for UGC grants etc.
<b>ANTI-RAGGING CELL</b>	Ø UGC notifications regarding promotion of research, new courses. Ø Zero- tolerance to ragging.
<b>GRIEVANCE REDRESSAL CELL</b>	Ø Orientation Programme, notices in the campus against ragging. Ø Written statement/ application from the aggrieved student. Ø Resolving the issue in the presence of both the parties.
<b>Women Cell</b>	Ø Gender sensitive programmes
<b>Legal Literacy Cell</b>	Ø Sensatization programmes on legal rights. Ø Basic legal awareness for seeking justice.
<b>Admission Committee</b>	Ø Check the eligibility criteria as per KURUKSHETRA UNIVERSITY, KURUKSHETRA rules.
<b>Discipline Committee</b>	Ø Identify advance and slow learners etc. Ø Maintain discipline within the campus. Ø Proctorial duties.
<b>Maintenance Committee</b>	Ø Total ban on entry of outsiders. Ø Execution of plan of maintenance.
<b>NSS Committee</b>	Ø Prepare the list of NSS programmes per semester.
<b>Purchase and Disposal Committee</b>	Ø Follow the instructions issued from time to time by DHE/ State Govt. Ø Inviting quotations from the vendors for the purchase of articles etc. Ø Scrutiny of quotations, placing of the order etc. Ø Prepare the list of articles, laboratory equipments, etc. to be disposed off. Ø Inviting vendors for the auction and dispose off the items.
<b>Research &amp; Development Cell</b>	Ø Approval of the proposals of Major/Minor Research Projects prepared by faculty members. Ø Applying for Seminars/Conferences to UGC/ DHE/ ICSSR etc.
<b>Fee Concession Committee</b>	Ø Invites applications for fee concession . Ø Scrutiny of the applications and grant of concession.
<b>Book Bank Committee</b>	Ø Free text books to advance learners.
<b>Library Committee</b>	Ø Free text books to poor and needy. Ø Purchase of text books as per requirement given by HODs .

<b>Placement Cell</b>	Ø Purchase of reference books.
	Ø Subscription of newspapers, magazines, periodicals, journals etc.
	Ø NEFT for E-journals/ books.
	Ø Career Counselling Sessions.
<b>Canteen Committee</b>	Ø Invites Mncs, Industries, Banks Etc. To The Campus.
	Ø Facilitate placement process of the students.
	Ø Plans for canteen contract- annual through open auction.
	Ø Prepares rate list eatables in consultation with the contractor.
	Ø Supervises discipline and hygiene

**Service Rules:**

- The college follows the rules of the State Government. (Government of Haryana, Finance Department, Haryana Civil Services(General) Rules 2016). Website Link: [www.finhry.gov.in](http://www.finhry.gov.in)

**Recruitment Rules:**

- In recruitment, the college follows the rules of the State Government as per the directions of Director Higher Education, Panchkula, Haryana. Website link: [www.highereduhry.com](http://www.highereduhry.com)

**Promotion Rules: -**

- For promotion, the college follows the rules of the State Government as per the directions of Director Higher Education, Panchkula, Haryana. Website link: [www.highereduhry.com](http://www.highereduhry.com)

**Grievance Redressal System:**

- Grievance Redressal Cell is a statutory body established in the college as per the instructions and guidelines of University/ Haryana Govt.
- It operates through a committee consisting of the Principal and senior staff members.
- It takes up grievances related to eve-teasing, threats, physical violence, obscene comments etc.
- The aggrieved student can approach the Principal/ committee members directly or can inform the authorities telephonically.
- The concerned student is called for a written statement of the grievance.
- An enquiry committee (if needed) is constituted and a deadline is fixed for resolving the issue.
- Both the parties are called; their statements are recorded.
- An attempt is made to collect evidence through CCTV cameras/ SMS message/ fake calls etc.
- If need be, parents are informed and called to the college campus for their observations/ comments.
- Committee prescribes punitive action or warning or suspension for the final approval by the Principal.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

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

**Response:**

**A meeting of various committees/ Cells are held from time to time in the office of Principal. All the important decisions pertaining to a particular area are taken in the meetings. The convener of the committee along with his/her team is responsible for its execution.**

Following is the list of committees/ cells:

Ø Administrative Committees:

- Admission Committee
- Discipline Committee

- Maintenance Committee
- NSS Committee
- Purchase & Disposal Committee
- Research & Development Cell
- Fee Concession Committee
- Book Bank Committee
- Library Committee
- Placement Cell
- Canteen Committee

Ø Statutory Committees:

- IQAC/ NAAC
- Advisory Committee
- Planning Board
- UGC Committee
- Anti-Ragging Cell
- Grievance Redressal Cell
- Women Cell
- Legal Literacy Cell

Minutes of the meeting of admission committee for the session 2016-17 is here by uploaded.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

The college takes various welfare measures for the teaching and non-teaching staff:

- Ø The college provides the financial assistance to the non-teaching staff by admitting their wards without charging any fee from them.
- Ø The college provides loan to teachers against PF and wheat loan to the non-teaching staff.
- Ø The institution provides residential facility to the Principal and some of the non-teaching staff members.
- Ø The college provides certain statutory benefits such as provident fund contribution, ESI/ EPF for daily wagers.
- Ø The college provides summer and winter uniforms to the non-teaching staff once in 3 years.
- Ø The college provides extra ordinary leave to the employees.
- Ø Head of the Departments have been given departmental room with Desktops/ Laptop with internet facilities.
- Ø The post graduate departments have departmental library for teachers and students.
- Ø Group Insurance Scheme(GIS) for teaching and non-teaching staff.
- Ø The college provides all free ships to the wards of the teaching staff.
- Ø The college provides the facility of gymnasium to the teaching and non-teaching staff so as to keep them in the best of health.
- Ø In order to provide medical facilities to the teaching and non-teaching staff of the college during working hours, the doctor has been appointed by the college.

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

**Response: 0**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0



File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

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

**Response:** 1.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	06	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

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

**Response:** 20.55

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

2016-17	2015-16	2014-15	2013-14	2012-13
03	28	01	01	01

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

#### Response:

The institution has the provision of Performance Appraisal System through Annual Confidential Report filing of all the teaching and non-teaching staff members.

Ø Every year the teaching and non-teaching staff members are required to submit their self-appraisal in pre-designed format, mentioning their work, achievements and activities carried out throughout the year.

Ø The Principal/HOD/Office Superintendent of the college make an evaluation of the record submitted by the staff.

Ø The report of the appraiser is placed before the management/Principal (next higher authority) for their approval.

Ø After the approval, if there are any negative remarks, they are communicated to the concerned person.

Ø Such person has right to make an appeal to the President of the Governing Body/ the Principal for review, citing the justification against the said adverse remarks..

Ø If he/she is not satisfied with the results of the reviewing authority, he or she can apply to the Vice-Chancellor of the affiliating University to request him to expunge the said adverse remarks.

Ø The V C is competent to do so after providing reasonable opportunity to each party to explain their position.

Ø API score for promotion of the teachers is another mean of appraisal. IQAC under the chairmanship of the Principal evaluate the work of the teachers for this purpose.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

[The college has the provision of internal and external financial audit on six-month basis.](#)

Ø The institution has three main funds namely, Amalgamated fund, Management Fund and self-finance generated by the college. Internally, the Chartered Accountant audits all the financial bills and receipts of the college. At external level, there are provisions of audits by the different bodies. The state government audits the Management fund.

Ø The audit cell of the Office of the DHE, visits the college and check all the financial transactions, receipts and bills. The Kurukshetra university, Kurukshetra, audits the Amalgamated fund of the institution. The officials of the audit branch of the University visit the institution once in six months and

audit all the financial transaction related to the Amalgamated fund. The funds generated by self-finance means are audited by the internal auditor appointed by the college. The college settles all the audit objections through the discussion in the Governing Body meetings.

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	00

#### **File Description**

#### **Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

**Response:**

**The college has the following strategy to mobilize funds: -**

- Admission are the main source of mobilization of funds in the college. For the mobilization of funds, a meeting of the Advisory Committee is held before the start of the new session in which the target for admission is decided and the strategy is framed for the achievement of target.
- The college promotes courses under self-finance scheme as a part of its strategy to mobilize funds.
- Certain activities are identified through which funds are proposed to be generated by organizing various functions, such as, Alumni Meet, Prize Distribution, Sports Meet etc. Various dignitaries including people's representatives, Statesmen etc. are invited and the college obtains through them grants for certain projects of student welfare.
- Projects are also submitted to the District Administration for grant of funds under various schemes of the government.
- Special purpose grants are also applied to the state government /UGC/other agencies for seminars, teacher fellowships, development grant and scholarships, etc.

### **For the purpose of optimal utilization of funds**

- Annual budget is prepared which is approved by the Governing Body of the college.
- Separate Committees of teachers and /or members of the governing body are made so as monitor the utilization of funds and special grants for specific projects.
- A well laid down procedure is followed for the utilization of funds as per the parameters mentioned in a particular project.

## **6.5 Internal Quality Assurance System**

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

#### **Response:**

The Internal Quality Assurance Cell has contributed a lot for the qualitative improvement of the college.

#### **Ø Tutor-Ward System:**

- **Strategy:** IQAC recommended to initiate Tutor-Ward System
  - § To enhance greater interaction between teachers and students
  - § To inculcate social, cultural and moral values
  - § To understand the problems and needs of the students
  - § To seek suggestions of the students in improving academic environment, facilities and infrastructure in the college
  - § To provide them information about various activities of the college and encourage their participation.
- **Processes:**
  - § The entire group of students is divided into small parts not exceeding 30 in numbers.
  - § One group is assigned to one teacher.
  - § The teacher maintains the record of each student in a separate register alongwith his personal and academic details.
  - § Special class is organized for this purpose and the Tutor meets the class twice in a month.
  - § Informal interaction takes place between the tutor and students.

§ Students are encouraged by the tutor to put forward their problems and suggestions to improve the general environment conducive for their overall development

§ The tutors also work to find the weak students who are encouraged to meet the HODs/ Convenor IQAC/Principal who then make arrangements for holding special classes for them.

#### Ø Preparation of academic planner

Ø Strategy:

- It was discussed in the meeting of the HoDs with IQAC that academic planner should be made for the whole session.
- It should be prepared keeping in view the distribution of syllabus day-wise.
- The planner should include the schedule of assignments and class tests as per university regulations.
- The planner should also mention the schedule of practical groups/ field visits
- The planner should also mention the schedule of other academic activities such as group discussions, PPTs, paper presentations, quiz etc.

Ø Processes:

- The HoDs hold the meeting with the members of the departments.
- The time-table is given to the concerned teachers by the HoD.
- The teachers are asked to prepare the academic planner.
- They are advised to follow the academic planner in the class-room teaching.
- The schedule of practical groups/ field visits is communicated to the students.
- The students are informed about the time span for two assignments/ seminar and one class test which they are supposed to follow.
- The marks obtained by the students in assignments and class tests are displayed on the notice-board and on the college website.
- In case of discrepancy in internal assessment, the student is free to approach the concerned teacher/ HoD/ Principal.
- In case of medical emergencies and the students participating in extra-curricular activities, the college has the provision of granting special chance for submitting assignments and appearing for class tests.
- The students not fulfilling the requisite conditions of internal assessment are detained.

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

#### **Response:**

IQAC has a two-way strategic norm to review its teaching learning process; (i) Review of teaching process  
(ii) Review of learning process.

#### **Review of Teaching Process:**

Ø Teaching process is reviewed through filling of Annual Confidential Report(ACR) by the teachers at the end of each academic session.

Ø ACR consists of columns on detailed analysis of results of each class taught by the concerned teacher.

Ø If the results are below the university pass percentage, the teacher concerned finds, analyze and mentioned the possible reasons for the lower pass percentage of that particular class.

Ø ACR also consists of columns on teaching methodologies, innovative techniques etc. adopted by the concerned teacher which help in assessing the validity of classroom teaching as per the market demands.

Ø ACR also consists of columns on holding of extra classes for poor students, completion of syllabus etc. which throw light on teaching acumen and teaching strategy of the concerned teacher.

Ø ACR also consists of columns on in-service training emphasizing the importance of attending seminars, workshops, refresher/ orientation course, NSS/ NCC training programme; the focus is on the development of faculty capabilities.

Ø Apart from ACRs, the promotion of the teacher is governed by Academic Performance Indicator(API) as per Kurukshetra University, Kurukshetra and State Govt. rules.

Ø API has the qualifying criteria for promotion and if the concerned teacher fails to fulfil the qualifying criteria, he/she is denied promotion.

Ø Feedback mechanism of the college is a litmus test to assess and review the teaching process.

Ø The teachers who get negative comments from the students are counselled by the Principal and HODs to improve their teaching methods.

Ø Teachers are motivated to adopt ICT based teaching in the classes.

Ø Teachers with distinctions/ recommendations/ special achievements are recognized by the college authorities by making a special mention of their names in the college magazine.

#### **Review of Learning Process:**

- Ø Learning process is reviewed at the first instance by the concerned HOD in the departmental meetings with the help of projected Lesson Plans of the teachers.
- Ø Date of submission of two assignments is fixed in the beginning of each semester and students are strictly advised to follow the deadline.
- Ø Likewise, the date for class test covering almost the entire syllabus is also fixed in the beginning of each semester.
- Ø Students who fail to appear or fail in the said class test are not allowed to appear in final examinations.
- Ø However, under special conditions like medical emergencies etc. students are given the special chance to appear in the class test.
- Ø The consolidated internal assessment report of each class is displayed on the notice board so that students can strengthen their learning process to secure good marks in final exams.
- Ø Tutorial classes are held for the students so that they can discuss their academic and extra academic problems with the teachers who help them in resolving the problems.
- Ø Feedback system is another democratic strategy in the hands of the students to strengthen the teaching learning process.

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

**Response:** 2.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	2	1	2

#### **File Description**

#### **Document**

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

### 6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**

**3.Participation in NIRF****4.ISO Certification****5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:****Post accreditation quality initiatives (second and subsequent cycles)****[Development of E-Library](#)**

- P G Departmental Library
- Applied to start Research Journal of the college.
- Renovation of Class Rooms.
- Development of five smart class rooms.
- Renovation of college canteen
- Building of Gymnasium.
- Renovation of Seminar Room
- Installation of water purification system.
- Installation of camera for safety and security.
- Renovation of toilets



- Installation of LCD, Incinerator and vending machine in girl's common room.
- Introduction of value-based short-term courses.
- Tutor-Ward System

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 14

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	02	05	00	03

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

**1. Safety and Security:** College is highly sensitive regarding needs of girl students and makes untiring efforts to provide basic facilities for their safety, security and their menstrual health and hygiene. Institution shows great concern about gender sensitivity by:

- Installation of CCTV cameras at 16 points.
- Anti-ragging committee has been constituted.
- Women Cell of the college runs gender sensitive programmes/ awareness campaign.
- Sexual Harassment Committee resolves gender issues through a properly chalked out policy.
- Sensitization of students by the Principal and the senior teachers regarding discipline, hygiene etc.
- Display of mobile numbers of the Principal, senior staff members and District Administration(Police).
- Display of posters giving messages of Anti-ragging.
- Installation of suggestion/ complaint boxes at different places.
- Dispensary for free medical aid.
- Installation of aqua guards in college campus.
- Girls are not allowed to go out of the college before 12:00 noon.

- First Aid boxes are available in the department of Commerce, English, Chemistry, Women Cell and Health & Physical Education.
- Appointed 5 security guards.

### 1. Counselling:

- Constitution of Proctorial committees.
- Establishment of career counseling cell
- Guest lectures on Gender sensitivity.
- Counseling by Gynecologist.
- Anemia detection camp.
- Dental check-up camp.
- Lectures on Breast cancer.
- Lectures on Cervix cancer.
- Awareness campaign on Swacch Toilets, Mensural Health to sensitize the Girl students.

### ◦ Common Room:

- Common room equipped with LCD & Music System.
- Installation of vending machine and incinerator.
- Facility of newspaper and magazine for common room.
- Availability of comfortable chairs, fans, lights.
- Availability of dustbins for garbage.
- Resting couch for Girl students.
- Availability of Notice Board for important notices.

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 22.14

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

Response: 74400

7.1.3.2 Total annual power requirement (in KWH)

Response: 336000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 16.67

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

Response: 5840

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 35040

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

#### Response:

##### ◦ **Solid waste:**

- Composting is the best way of harnessing the natural process of decomposition to speed up the decay of waste.
- To solve this problem college has created compost pits at different places to recycle the waste.
- Separate dustbin is provided for collecting biodegradable and non- biodegradable waste.
- Compost Roller Drums are installed in the college which convert biodegradable waste into compost. This compost is used as manure for plants, saplings etc. grown in the college.
- Non-biodegradable waste collected in bins are taken away by the Municipal Committee for further recycling.

##### ◦ **Liquid waste:** NA

##### ◦ **E-waste:**

- E-waste is managed in the best possible available manner which protects health and environment against any adverse effect.
- E waste exchange programme has been devised by the Department of Computer Science which entails an understanding with the local vendor that offers services for the sale as well as purchase of e- waste generated from electrical and electronic waste.

### 7.1.6 Rain water harvesting structures and utilization in the campus

**Response:**

1. In the recent years the ground water level has gone down sharply. The rain water harvesting is a way to conserve rain water and improve the ground water level. The College is aware of this fact and is promoting rain water harvesting for the last many decades.
2. For rain water harvesting underground tanks have been constructed and the water seeps into the ground after filtration as it passes from one tank to the other, thus raising the ground water level.
3. Presently at five points rain water harvesting system is working in the college campus; 2 in Arts Block, 1 in Commerce Block, 1 in the backyard of Arts Block and 1 in the Botanical Garden.

**7.1.7 Green Practices**

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

**Response:**

The neat, clean and green, sylvan looks of the college, beautifully encircled with necklace of old and rarest quality of trees lends a unique and serene Shanti-Niketan touch to this Temple of Learning. This also helps in the emotional, spiritual growth of 1769 students enrolled in the current session. They all are sensitized towards the growing environmental concerns and issues; encouraged to initiate and participate in activities to save the Mother Earth. Some of such practices are:

Although a large number of students belong to far off areas and use public/private transport, a good number of students coming from nearby areas use bicycle. (more than 50 students)

**Public Transport:** Nearby 600-700 students use bus/railway services. Use of public transport by a large number of students is helpful to reduce pollution.

**Pedestrian Friendly Roads:** The college is situated at prime location in the cantonment area, well connected by way of rails/ buses and as such it has a network of good pedestrian friendly roads and foot-paths approaching the college. The students coming via public transports and those coming from adjoining areas use these roads and footpaths to reach the college.

**Plastic free campus:**

- Dustbins for plastic waste.
- Incinerator machine in girls common room.
- Persuading students not to use plastic bags.

**Paperless office:**

- Effort to store data in soft form to avoid excessive use of paper.
- Casual leave of teaching and non-teaching staff through e-mail.
- WhatsApp group of teaching and non-teaching staff.
- Correspondence with management through e-mail.
- Connectivity with students through SMS.

#### **Green Landscaping with trees and plants:**

- Tree plantation is a regular feature of college. NSS, NCC, Women Cell and Red Cross jointly or separately keep organizing plantation drives.
- Instead of taking practical file from students department of Environmental studies takes sapling from the students, planted in earthen pots.
- Botanical garden/Herbal park is situated in the college campus. Around 500 plants are planted in the garden.

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

**Response:** 0.26

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.34	0.14150	0.05	0.10150	00

<b>File Description</b>	<b>Document</b>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

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

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

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

**Response:** 26

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

2016-17	2015-16	2014-15	2013-14	2012-13
06	07	05	04	04

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

<b>File Description</b>	<b>Document</b>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

<b>7.1.12</b>	
<b>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

<b>7.1.13 Display of core values in the institution and on its website</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

<b>7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

<b>7.1.15 The institution offers a course on Human Values and professional ethics</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>



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

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 34

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

- Celebrated birth anniversary of Mahatma Gandhi ji on 2nd October every year.
- International Unity Day celebrated every year on the birth anniversary of Sardar Vallabh Bhai Patel.
- International Ozone day celebrated on 15 Sep 2016.
- International Ozone day celebrated on 16 Sep 2017.
- Independence Day and Republic day celebrated every year.
- International Youth day celebrated on 12 August 2016.
- Voter's day celebrated on January 25, 2016.
- To mourn on Death Anniversary of Gandhi Ji every year.
- A condolence meeting on the sad demise of Hon'ble Former President of India 'Dr. Avul Pakir Jainulabdeen Abdul Kalam on July 28, 2015.
- World AIDS Day celebrated every year.

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

The effective financial management can lead the organization to the unexpected height and contribute

towards the success of the organization. The college administration has done all to ensure the effective procurement and utilization of financial resources. To ensure the fairness and transparency in the financial transactions, the college has a prescribed procedure to follow and position to operate. The committees constituted for the purchase of various items. For recurring items of small amount, immediate permission is granted by the principal, for the transactions of big amount and capital nature items the sanction note is prepared and sent to management for its approval. The audit is also done by independent auditor, government and university auditors. In financial matters, the institution has online transaction and payment system. The institution receives and pays the payment through RTGS.

## 7.2 Best Practices

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

#### Response:

#### Best Practice-1

Title of the Practice  
theGreen Campus

Objectives of the Practice  
To identify opportunities to save environment.

- To control or to prevent adverse effects of pollution.
- To recycle dried leaves etc. into compost.
- For maintaining cleaner and greener environment for the health care of the students and staff.
- Decreasing the greenhouse gas emission in order to cope with climate changes.

The Context  
Keeping in view the continuous decrease in the air quality in the area, abundance of poisonous gases due to rapid industrialization, decreasing fertility power of the mother earth, and maintaining the serene and sylvan surroundings in an around campus, the concept of evolving GREEN CAMPUS was conceived, designed and effectively implemented.

The Practice  
An educational institution operates in the context of the large education system in the country. In order to be relevant in changing national and global contexts an educational institution has to be responsive to the emerging challenges and pressing issues. Our institution is quite responsive to a few pressing issues such as gender equity, environmental consciousness and professional ethics. Environmental consciousness is a burning issue at present. The environment is getting loaded with pollutants day by day due to rapidly increasing human and industrial activities. The College administration is very sincere to protect the environment from degradation to repair the damage. The total area of the College is about 9 Acre, and 60% area is green. All the lawns of the College are lush green and a large number of plants are standing to check the pollution load. Tree plantation is a regular activity of the College. New saplings are planted and

	<p>the damaged/rotten plants are replaced with fresh healthy ones to keep the campus and surroundings green. Botanical garden/ herbal park is situated in the College campus. Around 150 Herbal Plants are planted in this garden. Among these plants many are used by Sanskrit Departments for Add-on-Course: 'Pharmaceutical Chemistry based on Ayurveda' from which they made Dhanvantri Dant Manjan and Herbal Tea. (Under Process of patent ship). Compost pits and rain water harvesting system is also working in the college campus.</p>
<p>Evidence of Success</p>	<p>The designing and implementation of the concept of GREEN CAMPUS has been a tremendous success. The campus breaths fresh air blowing over hundreds trees of various/rarest botanical families grown in the campus. The college adds medicinal plants every year to its rich variety of plants. Neem, Peepal, Jamun etc. planted in the college to purify the air which ensures good health for the students and staff. Through compost pit we recycle dried leaves and waste and maintain a cleaner and greener environment for the health of the students and staff. In the same way through rain water harvesting system we are tap the natural resources and successful to recharge the ground water.</p>
	<p><b>Rare Trees:</b> Nagdhon (Sansevieria Raxburghiana), Rudraksh, Babylonica, Butcher's Broom, Aparajita, Kadam Tree, Kachnar, Cheed, Chakotra, Sehjan.</p>
<p>Problems Encountered &amp; Resources Required</p>	<p>The greatest hurdle in the implementation of this practice was to sensitize the fresher students regarding the relevance and importance of clean and green environment. Sensitization programmes, workshop and NSS programmes were organized to capture the attention of the students towards this burning issue. The district administration and the local health Ministry rendered constructive help in the form of providing free sapling and taking keen interest in the growth of the plants. Botanical garden with rare Indian herbs has been evolved by the students under the guideness of teachers.</p>
<p>Notes</p>	<p>The college has also evolved rain water harvesting system to help raise the level of ground water, vermi compost pit is also very useful practice.</p>

<p>Best Practice-2</p>	
<p>Title of Practice</p>	<p>the Solar Grid System</p>
<p>Objectives of the Practice</p>	<ul style="list-style-type: none"> <li>· To prevent excessive exploitation of natural resources and energy resources.</li> <li>· To sensitize young generation about the importance of environment and environment protection.</li> <li>· To save and conserve electricity.</li> <li>· To reduce the financial burden of the college by the way of reduction in heavy electricity bills.</li> </ul>
<p>The Context</p>	<p>In 1850, William Gladstone asked the scientist Michael Faraday answered, "one-day sir, you may tax it." In modern scenario the acute scarcity of electricity compelled the academicians and scientists of the college to design and implement the concept of</p>

The Practice	<p>solar grid system. Electricity being the life blood of 21st century requires serious and sincere efforts in the part of the common man to conserve it. If the flow of electricity stops now, it will be a disaster or catastrophe. Moreover, the concept of solar grid system in Higher Educational institution is a very novel idea in the neighboring region and we at GANDHI MEMORIAL NATIONAL wanted to be trend setter.</p> <p>Energy input is one of the key issues for the development of any sector in the society. The College has installed 31 KVA Solar Grid System in the campus. It reduces the power bill to some extent of the present bill. College is also taking initiative to install Solar lights at different location, so that the maximum possible use of alternative sources of energy may be made. Solar energy is environment friendly when it works it does not produce CO<sub>2</sub> and other gases which pollute the air and contribute in the concept of 'GREEN CAMPUS'.</p>
Evidence of Success	of 40009 KV of electricity is produced by solar grid system. 717 KV is consumed and conserved.
Problems Encountered	<ul style="list-style-type: none"> <li>One problem was to get the funds released from the government for which &amp; college received as donation in MPLAD.</li> </ul>
Resources Required	<ul style="list-style-type: none"> <li>The other problem is that during cloudy days or rainy days, with little or no sun radiation, this makes solar energy panel little effective.</li> <li>Solar power grid requires considerable maintenance as it is fragile and can be easily damaged.</li> </ul>
Notes	If all the educational institutions of Haryana adopt solar grid system, the electricity problem can be tackled easily. Being the first to installed grid system GANDHI MEMORIAL NATIONAL College has set an example for the other institutions.

### 7.3 Institutional Distinctiveness

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

##### Response:

The performance of the institution in the area of Women Empowerment is in consonance with the vision and mission of the college. Education is a potent tool to progress in life. And what can be a better way to uplift and empower women than by educating them. Women need education to bring out their inherent multi-tasking abilities to the fore. The right kind of education and environment helps in bringing to light this talent. Our college aims to bolster Women's participation in education as education is key factor for women empowerment, prosperity, development & welfare. Our college has strength of 800 girls out of the total strength of 1769 students. College takes some initiative to promote girl students such as:

- To encourage more girls especially from marginalized families, in the main stream education, the college is providing many concessions in the form of fee concession & book concession etc.

- Full fee concession for meritorious and fatherless girl students.
- To nurture the inner strength creativity and self-esteem, college provides many scholarships to girl students.
- CCTV cameras are installed in the college campus at all prime locations to ensure safety for girls.
- Girls common room is equipped with LCD and Music system.
- To provide adequate sanitary facilities to girls vending machine and incinerator are installed in girls common room.
- Anti-ragging cell is working actively in the college to prevent sexual harassment and maintaining and strengthening the status of girls.
- Seminars, extension lectures, awareness campaigns and other welfare activities for girls are organized from time to time to facilitate women's empowerment.
- Girls are given safe and comfortable environment to study.
- Girls are encouraged to participate in co-curricular activities and they show outstanding performance and uniqueness in NCC, NSS, Women Cell and Red Cross etc.
- Girls show outstanding performance in sports too. One of our students Gaganjot Gill has performed at International level in Taekwondo championships.
- Girls have shown their mettle in Badminton and Gymnastics championships from time to time.
- Our girl students have been given placements in different reputed companies proving that they are equally competent, intelligent, talented and even ahead of boys in many socio economic activities.
- Girls have secured positions at University level. There have been meritorious girl students in M.A. Political Science and M.A. English.
- Girls excel in cultural activities and they exhibit their talent in Zonal, Inter-Zonal and University level competitions. There is no dearth of talent among girls and they give outstanding performances in various music, dance and theatrical events at college and state level also.
- The skills of debating essay writing, poster making, painting, slogan writing and many more are taught and practiced so that girls can excel in all the fields.
- A well-equipped gym is situated in the college campus for physical fitness for girl students.
- There is every provision of opportunities and programs for girls to be financially, mentally, physically, economically and emotionally empowered so as to promote their growth as individual. The purpose is to inculcate entrepreneurial attitude among young girls.

## 5. CONCLUSION

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### **Additional Information :**

In the session 2017-18, nineteen regular teachers in various Departments have been recruited which will help in further strengthening the teaching learning process and improving academic environment.

### **Concluding Remarks :**

All the information provided in SSR is as per Manual for Institutional Accreditation (NAAC) to the best of our abilities.

v Drafting this SSR was an eye opener for the IQAC/ NAAC Committee members of the college as it helped us in self- evaluation and to acknowledge our strengths and plug-in our weaknesses especially in the area of maintenance and collection of data.

v We assure you of our best endeavours in contributing towards national development, fostering global competencies and inculcating value system in stakeholders by way of implementing creative and innovative ideas in all the seven quality indicators.

v Appreciation, we feel, is the best form of encouragement and motivation. In spite of all our constraints, we as a team have brought several qualitative and quantitative changes in the last five years. We acknowledge that we still have miles to go before touching the zenith of academic excellence. We strongly hope for NAAC appreciation by way of upgradation in grades.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>12</td> <td>03</td> <td>04</td> <td>06</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>6</td> <td>03</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	2016-17	2015-16	2014-15	2013-14	2012-13	15	12	03	04	06	2016-17	2015-16	2014-15	2013-14	2012-13	6	6	03	3	2
2016-17	2015-16	2014-15	2013-14	2012-13																	
15	12	03	04	06																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
6	6	03	3	2																	
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented.</p> <p>Answer before DVV Verification : 06</p> <p>Answer after DVV Verification: 3</p> <p>Remark : As per HEI Answer</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 914</p> <p>Answer after DVV Verification: 126</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise</p> <p>Answer before DVV Verification : B.Any 3 of the above</p> <p>Answer After DVV Verification: E.None of the above</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website</p> <p>Answer After DVV Verification: E. Feedback not collected</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p>																				

## 2.3.3.1. Number of mentors

Answer before DVV Verification : 80

Answer after DVV Verification: 80

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	0	1	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	0

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	00	00	00

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	00	00	00

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
56	75	90	100	77

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13



0	0	0	0	0
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3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
00	02	00	01	01

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
00	02	00	01	01

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
153	168	250	274	281

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	02	24	24

Answer After DVV Verification :

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2016-17	2015-16	2014-15	2013-14	2012-13
01	01	02	24	24

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
07	05	19	07	01

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : Password protected document is given.

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
5.36932	3.585	5.115	1.87	3.57450

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	00

Remark : not covered in Criterion III

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
38	30	12	06	13

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	2	1	2

Remark : Only quality initiatives

## 2.Extended Profile Deviations

### Extended Profile Deviations

No Deviations

NAAC