



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Sarla Memorial Government Girls College, Safidon
• Name of the Head of the institution	Dr. Shamsher Singh Mor
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9416567335
• Mobile No:	09466218479
• Registered e-mail	gcwsafidon@yahoo.co.in
• Alternate e-mail	smggc.naac@gmail.com
• Address	Sarla Memorial Government Girls College, Safidon, District-Jind
• City/Town	Safidon
• State/UT	Haryana
• Pin Code	126112
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	Grants-in aid												
• Name of the Affiliating University	Chaudhary Ranbir Singh University Jind												
• Name of the IQAC Coordinator	Tejvir saini												
• Phone No.	01686265122												
• Alternate phone No.	09466218479												
• Mobile	9416567335												
• IQAC e-mail address	smggc.naac@gmail.com												
• Alternate e-mail address	gcwsafidon@yahoo.co.in												
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://smggcs.ac.in">http://smggcs.ac.in</a>												
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://smggcs.ac.in/images/62/MultipleFiles/File20989.pdf">http://smggcs.ac.in/images/62/MultipleFiles/File20989.pdf</a>												
<b>5.Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C</td> <td>1.76</td> <td>2021</td> <td>31/03/2021</td> <td>30/03/2026</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C	1.76	2021	31/03/2021	30/03/2026
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	C	1.76	2021	31/03/2021	30/03/2026								
<b>6.Date of Establishment of IQAC</b>	14/09/2016												
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>													

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Merit Scholarship	State Government	2020-21	68000
Institutional	Women Cell	State Government	2020-21	187197
Institutional	Earn While You Learn	State Government	2020-21	80000
Institutional	Mandatory Cultural Programme	State Government	2020-21	27394
Departmental	Augmentation of Lab	State Government	2020-21	200000
Institutional	Sports Grant	State Government	2020-21	57827
Institutional	Installation of Solar Plant	State Government	2020-21	7200000
Institutional	Library Grant	State Government	2020-21	350000
Institutional	Passport	State Government	2020-21	411000
Institutional	Office Expenditure	State Government	2020-21	39796
Institutional	Energy Charges	State Government	2020-21	324102
Institutional	Road Safety	State Government	2020-21	17900
Institutional	Apprenticeship	State Government	2020-21	72000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	No File Uploaded

<b>9.No. of IQAC meetings held during the year</b>	<b>02</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Successful assessment of College by NAAC Peer Team( Cycle 1) 2. The college effectively handled the crisis due to Covid 19 by adopting precautionary measures		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Completion of College Assessment by NAAC( Ist Cycle)	The college was successfully accredited by NAAC	
Use of Oneline teaching methods to deal with the Covid 19 crisis	The college managed to provide education to students through Online teaching	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		
Name	Date of meeting(s)	
<b>Nil</b>	<b>Nil</b>	
<b>14.Whether institutional data submitted to AISHE</b>		

Year	Date of Submission
Yes	24/03/2022

**15.Multidisciplinary / interdisciplinary**

The college has two academic streams- B.A( Pass Course) and B.Com( Pass course). It is affiliated to Chaudhary Ranbir Singh University, Jind( Haryana). The college is trying to introduce new courses in the college to provide multidisciplinary/ Interdisciplinary education to students.

**16.Academic bank of credits (ABC):**

Academic bank of Credits has not been introduced in the college. It will be introduced as per the directions of affiliating university and state govt.

**17.Skill development:**

The college focuses on the skill development of students through various cells- Women Cell, Placement Cell, Sports Board etc. Various activities are conducted throughout the year for skill development of students.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Elements and aspects of Indian Knowledge System have been integrated in the curricular and extracurricular domains by the college. Teaching is imparted through Indian language ( Hindi) and Indian cultural values are provided through various extracurricular activities.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The college focuses on Outcome Based Education(OBE) for its students. Lesson plans were prepared by the teachers keeping the outcomes in mind. Learning outcomes were assessed through assessments, tests and examination.

**20.Distance education/online education:**

The college does not offer distance education/Online courses.

**Extended Profile****1.Programme**

1.1

2

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1	773	
Number of students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2	204	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3	247	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	16	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	15	
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	21
4.2 Total expenditure excluding salary during the year (INR in lakhs)	110
4.3 Total number of computers on campus for academic purposes	65

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college is affiliated with Chaudhary Ranbir Singh University, Jind. Hence, college adopt academic calendar released by the University at the beginning of the session. College also prepares programme wise well documented Time Table for delivery of lessons. The lesson plans of the entire course are prepared by faculty members in the beginning of each semester. These prepared lesson plans are circulated among the students through display board and through Whatapp groups as well. College has also developed some smart classrooms for effective teaching-learning process. Interactive teaching methods like assignment, presentation, group discussion etc. are adopted by the teachers for effective teaching. Continuous assessment of the students is done to ensure are effective curriculum.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

## Internal Evaluation (CIE)

Before commencement of each Academic year college notifies the academic calendar of programmes to the students. The academic calendar prepared by affiliated University is adopted by the college. This academic calendar includes teaching period, exam period and vacations of odd and even semester. Assignments, class attendance and class test are component of continuous Internal Evaluation. College strictly follows the Academic Calendar and Continuous Internal Evaluation prepared by University. Twenty Percent marks have been allotted to college for Continuous Internal Evaluation.

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

**1.1.3 - Teachers of the Institution participate in D. Any 1 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

0



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

The issues like Gender Sensitization Professional Ethics, Human

Values, Environment and Sustainability are deeply imbibed in the curriculum prescribed by the University. These values are provided to the students through programmes BA and B.Com running in the college.

Human values and Professional Ethics are addressed through constitution of India in B.A. Programme. Students are sensitized about the issues of environment and sustainability through Environment Studies Course. This course is compulsory for all the students in First Year. The subject of geography also touches the issues of environment and sustainable development. The courses like Business law, Marketing Management, Business Environment, Financial Management in B.Com. programme stress upon professional ethics and skills. The subjects in B.A. also make the students aware about the gender sensitization and human values.

Apart from this the college organizes many awareness programmes on the above mentioned cross cutting issues. Women cell of the college organizes several programs time to time on gender-equality, human values and professional ethics. Cultural Activities are also platform in the college which inculcates these values among the students.

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

### 1.4.2 - Feedback process of the Institution may be classified as follows

**E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1200

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

340

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college identifies the advanced and slow learner in the basis of criteria like marks in previous exams, class test-performance and participation in various class activities. Teachers motivate the slow learners to improve their academic performance. Teachers focus

on such students during their classroom teaching by asking their doubts and queries. They are also motivated to discuss their problems and queries with teachers during the vacant periods. The advanced learners are encouraged to gain higher understanding and knowledge through advanced sources. They are motivated to collect the latest information on a specific topic of the subject. However, college does not segregate slow learners and advanced learners. College believes in inclusive learning.

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

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

Number of Students	Number of Teachers
773	16

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

The college is shifting from teacher centric method of teaching to student centric method of learning. It is developing smart classrooms to add use of technology in the teaching learning process. Use of smart class rooms has made the learning easy for students. In some course like computer education, E-commerce and geography students learn the subject through practical. Teachers are shifting from lecture based method to interactive methods of teaching. The faculty members are using methods such as group discussion, role-play, subject discussion, quiz, debate and brain storming for effective and interactive teaching. College has also adopted assignment method of learning. Extracurricular cells and activities also supplement the teaching learning process.

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

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

In addition to traditional classroom teaching college has developed ICT enabled classrooms and labs with projector and smart boards. Faculty is using these ICT enabled classrooms to enhance the quality of teaching and learning. Teachers use PPT with animation/map/diagrams, video online resources, Youtube links for students. Social media platform like Whatsapp groups are used to communicate with the students by sharing notes, class/ college information and solving queries of students. E-books are available in library for faculty and students. Sometimes Google meet or Zoom app is used to conduct quiz test or for delivery of lectures. Appropriate use of ICT has helped the college enhancing the interest level in learning among the students.

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

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

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

1

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

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

#### 2.4.3.1 - Total experience of full-time teachers

119

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The Institute prepares an academic calendar in line with University calendar prior to the commencement of each semester notifying the schedule of assignments and tests. After conduct of tests and assignment, teachers evaluate the script of these component of CIE. Results of evaluation are communicated to student through whatsapp groups and notice boards of the college. Evaluated script of assignments and answer books are discussed in classes. Twenty percent marks in each course have been allotted for CIE. Out these 20 marks 5 marks are allotted for presence of student in the class, 5 marks for class test, 5 marks for assignment-I and another 5 marks are allotted for Assignment-II. The college displays the total marks of internal assessment of each subject on the notice board or these are shared to students through whatsapp groups before it uploaded on university website for final results. Students grievances regarding the awards of Internal assessment is also sorted out, if any. If any students missed class/test/assignment as per college schedule due to some unavoidable circumstances, a special change is given to her for assignment/test.

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

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

The college mechanism to deal with internal examination is transparent time bound and efficient. The faculty tries utmost that there should not be any grievance related to internal examination. There is very little possibility of grievance, because:

1. College notifies the schedule of internal examination will before



the beginning of each semester.

2. Teachers properly evaluate the assignments and tests.

3. Marks obtained are displayed on notice board. Teachers also share these marks in whatsapp group of students.

4. Evaluated answer books are shown to students. Grievance of student if any is sorted out at spot. No need for student to wait for solution of grievance.

5. Even total marks obtained in internal examination by the students are displayed on whatsapp group and notice boards of college before upload these in university website for final results.

However, there is University affair committee is the college to deal all such matters, if any. This committee resolves the problems within 3 days after receipt of complaint. Phone no for teachers, who will deal such grievances are written on various display boards in the college.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes and course outcomes of the entire programme offered by this institute are stated and displayed on college website and notice board. It is also communicated to students through whatsapp groups. While teaching the courses, the teachers also communicate the course/topic specific outcome.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://smggcs.ac.in/images/62/MultipleFiles/File22608.pdf">http://smggcs.ac.in/images/62/MultipleFiles/File22608.pdf</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

This college is affiliated to C.R.S University, Jind. So, the college follows the curriculum designed by affiliating University. The college offers two programmes- B.A. (pass course) and B.Com (pass course). There are two system of measurement of attainment of programme and course outcome. These systems are internal and external. In internal system, course tests are conducted by the teachers. There is also provision of two assignments per course to check the attainment of student. Test and assignment constitute 15% marks per course. External way to evaluate the attainment is university examination. In the level of attainment of course outcome and programme Outcomes the College is not below the surrounding college.

Admission of students in different PG courses, placement of some students in private sector or government sector jobs. Positive behavioral change in students, going towards digitalization and sustainable development etc are the manifestation of programme/course outcome. Some of these aspects of outcomes cannot be qualified.

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

### 2.6.3 - Pass percentage of Students during the year

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

225

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

## 2.7 - Student Satisfaction Survey

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

[Not conducted](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

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

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

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

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

0

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

**3.3 - Extension Activities**

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

During 2020-21, NSS Unit of S M GGC Safidon has conducted/participated in different activities through online/ offline mode due to the spread of COVID-19 pandemic. During the year, the institution performed most of the activities/ competitions through online mode/at home such as fit India freedom run, plantation at their homes, voters day, Sadak Suraksha Abhiyan, environment day, yoga day etc. In addition to these, an awareness rally on Sadak Suraksha Abhiyan also organized in the nearby community of the institution keeping in view COVID-19 appropriate behaviors. Organizing such competitions/events created awareness among students about the importance of voting, being fit-being healthy, road safety symbols, environment sustainability and thus enhancing the holistic development of the students.

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

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

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

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

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

50

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate facilities for teaching-learning. The institute has more than sufficient number of class room with adequate facilities of dual desks, green board, lecture stand and electricity out of these classroom about one third are smart classroom equipped with ICT. The college has three computer laboratories with sufficient number of computers for teaching learning process. There are also two Geography laboratories equipped with practical equipments and basic physical infrastructure. The

Institute has also seminar hall with seating capacity of about 250 persons. This hall is equipped with Interactive Flat panel Display, Digital Podium and good sound system. The library of college has a seating capacity of 100 students.

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

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

The college has adequate facilities for cultural and sports. The Institute has sports facilities for games like Table-Tennis, Carom-Board, Chess Indo Badminton, Kabbaddi. The institute has also a playground with a track of 200 meters which is used for various athletic events. The college has also sufficient number of sports equipment to carry out these facilities of spots facilities.TA/DA, playing kits are provided to students while participating in the sports activities at different level. Outstanding students in sports are awarded with scholarships and prizes.

A nodal officer has been assigned the duty to promote cultural activities in the college. College organized two cultural festivals during the academic year. College students also participate in zonal level, University level cultural activities. The cost incurred on playing instruments, dress, and sound system is borne by the college. The college hires trainer for training to students in various cultural activities. The cost on training is borne by the college. College has also green room facility for students to get prepare themselves for cultural activities.

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

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



9

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

10.57904

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The College Library has SOUL 2.0 Software for automation. This year entry of the books was done in the software for automation by spending Rs. 51959/-.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

1.05910

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

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

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

0

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

### 4.3 - IT Infrastructure

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

The Institution has 10 broad band connections to supply the internet connectivity in various labs and class rooms. There are also 3 Fiber Cable connections for serving the administrative office. Reliance Company has provided free Wi-Fi facilities in the campus to all the students and teachers. The institute has also an 8 TB hard disk in which e-contents of different subjects has been stored. There is sufficient number of IT tool to serve in administrative offices, smart class rooms and computer labs. The institute has broadband connections. The bandwidth is 3 less than 5 mbps.

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

#### 4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

10.57904

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.

Various committees have been constituted for maintenance of physical facilities. The electricity committee ensures the proper supply of electricity in each wing of the physical facility. This committee also purchases electric equipment whenever required. The cleanliness committee keeps each wing clean with the help of manpower. All the broken furniture and other damaged items in every type of physical facility are handled by the Dilapidation Committee. Drinking water committee ensures the pure drinking water in the college building. The ICT committee keeps vigil on IT equipment in various labs.

There are two types of funds available in the college for maintenance of facilities. College-funds and grants received from the government of Haryana. Computer laboratories are common for all the students to use, whenever they need it. Accounts of books are properly maintained in the accession register. There is sufficient space in the library for the reading section. The sports ground is maintained by gardeners under the headship of Sports Incharge. Sports equipment/articles are issued to students for indoor and outdoor games. General laboratories are maintained by the concerned department. Every department keeps proper account of their articles and equipments

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

278

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

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

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

0

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

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**E. none of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

28

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

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

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

As per Haryana Government norms regarding the higher educational Institute, there is no provision for formation of students council in the colleges. However proper representation of students is given by the college in very committees, like - admission committee, cultural affair committee, cleanliness and beautification committee, green initiative committee, University affairs committee, NSS committee Sports Committee etc.



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

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

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

54

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

### 5.4 - Alumni Engagement

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

**The college does not have registered Alumni Association.**

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The governance of the Institute is as per the vision and mission of the college. Teachers and non teaching staff of the college headed by the principal represent the government on the behalf of the government of Haryana and affiliating University as well. Curriculum which university has designed for colleges is strictly adopted and implemented by the teachers. IQAC chaired by the Principal keep strict vigil on proper implementation of the academic calendar. There are various committees to provide physical facilities to students to keep a better teaching-learning environment. The ICT in charge of college provides computer labs facilities to students to make them digitally sound. The college sports incharge makes the facilities available for sports for indoor and outdoor games. Women cell has been established in the college to address the various social, emotional and health related issues of students. Cultural wing is also there in the college to promote cultural activities. NSS unit of the college develops social responsibilities among the students. Smart classroom has been developed in the college by administration to make the teaching student centric. Lectures of eminent persons are arranged by the college administration for students on various social, economic and health issues.

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

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

The college has effective leadership. This leadership is visible in various institutional practices, like- decentralization and participatory management. However, principal is the sole authority

of the college but all the members of staff play a significant role in decision making regarding the growth and development of the college. Principal of the college has constituted various committees to ensure participative management in every sphere of the college. Principal has delegated power to various committees to do fruitful in their respective fields. Each committee is independent to do work in their field. Each committee has a convener to make coordination between committee members and to chain the committee meetings. Important decisions are taken by the IQAC and College Council. Some other committees are as under:

- University affair committee
- Anti ragging committee
- Students grievances and anti sexual harassment committee
- College beautification committee
- Cultural committee
- Discipline Committee
- Sports committee
- Scholarship & stipend committee
- Admission committee
- Placement cell
- Women cell
- Library committee
- Building committee
- NSS committee
- ICT committee

Students are also made to participate in organizing various activities of the college, like- sports, cultural, beautification etc.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute always prepares perspective plan to achieve the goals as per directions of the Government of Haryana and Chaudhary Ranbir Singh University Jind, with which the college is affiliated. The

strategic plan is prepared well before the beginning of the new session. the plan of this college has been as under:

- Admission schedule: this schedule is fixed by the department and University.
- Display of academic calendar: it is framed by University
- Display of time table: it is prepared by college time table committee
- Display of lesson plan: every teacher display the lesson plans on the notice board in advance and also circulate it through WhatsApp group the lesson plan is followed by the teachers.
- Display of co-curricular activities: these are prepared by college and displayed before the beginning of new session
- Constitution of Committees/ Cells: the principal after consultation with senior faculty members constitute various committees and Cells to properly manage the college during the academic year.
- Assessment of Facilities in the college so that these may be augmented and maintained.
- Planning for purchase of additional facilities.

College communicate these strategic plans to students and other stakeholders at the beginning of the academic session.

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

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

The role of principal is to provide the leadership, direction and coordination among different organs of the college. The administrative and financial power of the college rests with the Principal. IQAC chaired by the Principal ensures the internal quality in every sphere of the college. College council takes important decisions in the college. Various committees has been

constituted by the Principal for decentralization, participating management and for smooth functioning of the college as well. Bursar is also an important organ of the college. He helps the Principal in regulating the financial matters of the college. The Deputy Superintendent represents the head of non teaching staff of the college. He assisted the work of his subordinates. University clerk deals with University Affairs. He works under the guidance of the University Affairs Committee. Bill clerk does all the jobs related to financial matters including completion of cash books under the guidance of Bursar of the college. The College Beautification and Cleanliness Committee ensures the clean and green environment in the college. Service staff of college is deeply engaged in this work.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://smggcs.ac.in/images/62/MultipleFiles/File22671.pdf">http://smggcs.ac.in/images/62/MultipleFiles/File22671.pdf</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

## 6.3 - Faculty Empowerment Strategies

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

The institutions offers various welfare mejors to its teaching and non-teaching staff. Salary is paid to the staff as per Haryana

Government norms. Facilities such as medical, LTC, PF etc. are provided to the staff as per Govt. rules and guidelines for the welfare of female staff maternity leave and Child Care Leave is provided.

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

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

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

0

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

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

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

0

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

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

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

5

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

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

The Institution has adopted a transparent performance appraisal system for teaching and nonteaching staff as per Haryana Government guidelines for teaching staff. An online portal for ACR has been developed by Department of Higher Education, Haryana. The performance is assessed on various parameters to judge the efficiency, integrity and innovation of the employees.

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

## 6.4 - Financial Management and Resource Mobilization

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

Audit is conducted as per the government policy.

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

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

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

0

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

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

Being a Government institute, a major portion of the budget is granted by the Government. Funds under different heads are also charged from the student at the time of their admissions. The Principal and Bursar of the college monitor the optimal utilization of funds for various recurring and non recurring expenses. The



Principal of the college sought the demand from various departments/ cells/ wings for purchase of articles and hire of services. Keeping in view of grants available and college funds, the Purchase Committee, Bursar and the Principal take collective decisions about the yearly purchases. The Purchase Committee uses the GEM portal for purchases. In the case of non availability of articles on GEM, sealed quotations or tenders are invited. Before placing orders for purchases or higher of services, the committee ensures the optimal and sustainable use of articles, services and funds. while purchasing or hiring of services parameters like pricing, quality, term and conditions are seriously taken into account. All the financial matters are audited by the Government from time to time. The college takes utmost care for optimal utilisation of resources like electricity, drinking water, computer labs, smart classrooms, library and sports equipment etc.

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

## 6.5 - Internal Quality Assurance System

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

During the session 2020-21, whole world faced the global pandemic Covid-19. Due to the spread of deadly virus human beings were forced to live secluded life without physical interaction with fallow beings. It affected all the aspects of human life. Academics was not an exception. The college had two major challenges before it - protection of students and staff from Covid - 19 and continuation of academic activates in uncertain atmosphere. The college IQAC took steps to handle the challenges. Steps were taken to prevent spread of virus among staff and students. Teaching activities were shifted to online mode. The college continued teaching learning process successfully during pandemic. After the establishment of the college, it was yet to be NAAC accredited. NAAC accreditation was in important step in the growth of the institution. Despite the challenge of Covid - 19, NAAC accreditation (Cycle 1) was successfully completed during the session with the efforts of college IQAC.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During the Covid - 19 pandemic, there was need to make changes in the traditional teaching learning process. The college shifted to online/Virtual space for conducting academic and other activities. The shift was not easy one. There were initially issues of adaptation to the virtual space before teachers and students. The college IQAC encouraged the students and staff to adopt the change. Teacher and students were trained for online teaching and learning

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

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

**E. None of the above**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Women cell is established in the institution as per the guidelines of Director General Higher Education, Haryana. The Women Cell of the college is continuously making every effort for uplifting the women and towards women empowerment. In order to create awareness about gender issues & social biases among girl students, the Women Cell conducts a series of various activities to provide platform for students to show their skills and share their experiences. The women cell is an initiative of the government to create awareness and sensitization on women issues. Various activities are organized by the cell to highlight the gender issues and work towards women empowerment. Activities such as extension lectures, personality development programs, physical well being of girl students, health and hygiene related activities, awareness about their legal rights and other activities related to skill development are conducted under the aegis of Women Cell. Workshops are also organized as it creates opportunity to learn and professionalize different skills. The objective of Women Cell is to create a multidisciplinary approach and to imbibe confidence and overall personality development.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management:** waste bins are placed in campus at various places to collect various type of waste. The collected waste is taken to dumping yards by Municipal Committee of this town.

**Liquid waste Management:** Since, institution has no Chemical Science department, so there is no problem of chemical related liquid waste. Liquid waste generated from washrooms is connected to disposal tank constructed by Public Works Department. This department manage this liquid waste in its own way.

**E-waste Management:** It is managed by District national Informatics Centre Jind. In the case generated e-waste, College has to write to this centre for E-waste management. Since, the college has only BA/B.Com Pass Course programmes, there is not problem of generation of Bio-Medical, Chemical and Radio active waste.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit** **E. None of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

**B. Any 3 of the above**

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

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

**The college organises and conducts several activities to build and promote an inclusive environment for cultural, ethical, communal and**

socio economic harmony and tolerance. the college teachers and students jointly celebrate the cultural and regional festivals like- New years Day, Teachers Day, Gandhi jayanti, orientation program, refresher party, farewell party, athletics meet, plantation, women's day celebration, yoga day, Holi etc. there is a calendar of celebration of important days in the college during the academic year. As per this calendar college also celebrates the days like - Social Justice Day, Non -Violence Day, Rashtriya Ekta Diwas, Human Rights Day, National Youth Day to promote the value of harmony and tolerance among the students. Motivational lectures of eminent persons are arranged to develop the value of tolerance and harmony. These values are also imbibed in the courses of subjects like Hindi, English and Environmental studies. The institution believes in equality of all the cultures and traditions. It is evident from the fact that students belonging to different castes and religions are studying without any discrimination in the college. The college did not see any intolerance among the students for one or another reason since its inception.

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

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

Constitution day is celebrated on 26th of November every year. The program starts with preamble reading of the constitution followed by lectures on the sensitization of students on responsibilities towards the constitutional value, right, duties and responsibility of citizens. Students are encouraged to participate in activities like- essay writing, poster making, debate, declamation on the related aspects of constitution. College has also decided to celebrate National Voters day, National integration Day and Social Justice day every year to strengthen the learning of students on the related aspects of constitution. Students and staff also pledge to obey their duties towards the nation. College is running a course of political science in the BA pass course. Students learn in depth about the values, rights, duties and responsibilities of a citizen through this course. There is a NSS unit in the college. The motto of NSS is "Not for me but for you". By this Motto the virtue of responsibilities towards nation and society has been deeply imbibed

in day-to-day behaviour of students. The course of environmental studies is compulsory for all the students in one semester. This course also throws light on the constitutional responsibility of citizens towards the environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** C. Any 2 of the above 4.

**Annual awareness programmes on Code of Conduct are organized**

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

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

College celebrates various national and international commemorative days, events and festivals during the academic session. college generally celebrates Independence Day, Teachers Day, Gandhi Jayanti, UNO Day, Rashtriya Ekta Diwas, Constitution day, Republic Day, World Water Day, World Consumers Day, Earth Day etc. College organises lectures of eminent persons, teachers and students, poster making, rallies and cultural activities to celebrate these days of national



and international importance.

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

## 7.2 - Best Practices

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

### Best Practice -1

#### Adaptation of Green Initiatives

Since shifting of the college in this building, it has adopted Green Initiatives. students are told in the classes and during orientation programs to adopt the measures for strengthening green initiatives. The college has focused on the following green initiative:

- There are 100% LED bulb in college and also some solar lights.
- Student and teachers are advised to use minimum paper and use both sides of paper before it is handed over to recycling system.
- They are advised to take note electronically, save bills and receipts electronically, online payments, online filling of different forms etc.
- College has adopted sprinkle irrigation for lawns.
- Students and teachers and office staff are advised to use both sides of paper.
- Sharing of vehicles. Principle of the college has also adopted this practice.
- Use of public transport, bicycles and electronic scooty.

- Look upon the concept of sustainable development while purchasing the material.
- Use of reusable Water bottles / tiffin boxes
- No food wastage.
- Less use of disposable material while eating a drinking
- Minimum use of Plastic.

**Best Practice -2**

To get prepare the Voter Identity Card

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.3 - Institutional Distinctiveness**

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

The distinctive area of college was to tackle the situation arising due to spread of pandemic Covid-19. College played an important role in disseminating science based information among students and society. Students and college teachers spread the advisory regarding Covid-19 received from Aaush Mantralaya Government of India from time to time. Except this college do the following job as area of thrust in this academic session:

- College students and teachers work as a link between migrant labor and the government. This work helped the labor class to reach their home timely.
- Students and teachers reported to the government about the condition of availability of food, water and health facilities in different pockets of society assigned by the Government.

- College had arranged 10 rooms and a big hall equipped with basic facilities for migrant labor.
- College also purchased the sufficient number of medicines, masks, hand-wash sanitizing material and related equipments for college as per the advisory of Ayush Mantralaya of India to defeat this pandemic.
- College also called the team of medical staff for COVID testing of each college member.
- College has the report that there was no causality any family of any student or teacher due to COVID -19.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college is affiliated with Chaudhary Ranbir Singh University, Jind. Hence, college adopt academic calendar released by the University at the beginning of the session. College also prepares programme wise well documented Time Table for delivery of lessons. The lesson plans of the entire course are prepared by faculty members in the beginning of each semester. These prepared lesson plans are circulated among the students through display board and through Whatapp groups as well. College has also developed some smart classrooms for effective teaching-learning process. Interactive teaching methods like assignment, presentation, group discussion etc. are adopted by the teachers for effective teaching. Continuous assessment of the students is done to ensure are effective curriculum.

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

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

Before commencement of each Academic year college notifies the academic calendar of programmes to the students. The academic calendar prepared by affiliated University is adopted by the college. This academic calendar includes teaching period, exam period and vacations of odd and even semester. Assignments, class attendance and class test are component of continuous Internal Evaluation. College strictly follows the Academic Calendar and Continuous Internal Evaluation prepared by University. Twenty Percent marks have been allotted to college for Continuous Internal Evaluation.

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

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The issues like Gender Sensitization Professional Ethics, Human Values, Environment and Sustainability are deeply imbibed in the curriculum prescribed by the University. These values are provided to the students through programmes BA and B.Com running in the college.

Human values and Professional Ethics are addressed through constitution of India in B.A. Programme. Students are sensitized about the issues of environment and sustainability through Environment Studies Course. This course is compulsory for all the students in First Year. The subject of geography also touches the issues of environment and sustainable development. The courses like Business law, Marketing Management, Business Environment,

Financial Management in B.Com. programme stress upon professional ethics and skills. The subjects in B.A. also make the students aware about the gender sensitization and human values.

Apart from this the college organizes many awareness programmes on the above mentioned cross cutting issues. Women cell of the college organizes several programs time to time on gender-equality, human values and professional ethics. Cultural Activities are also platform in the college which inculcates these values among the students.

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1200



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

340

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college identifies the advanced and slow learner in the basis of criteria like marks in previous exams, class test-performance and participation in various class activities. Teachers motivate the slow learners to improve their academic performance. Teachers focus on such students during their classroom teaching by asking their doubts and queries. They are also motivated to discuss their problems and queries with teachers during the vacant periods. The advanced learners are encouraged to gain higher understanding and knowledge through advanced sources. They are motivated to collect the latest information on a specific topic of the subject. However, college does not segregate slow learners and advanced learners. College believes in inclusive learning.

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

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

Number of Students	Number of Teachers
773	16

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

The college is shifting from teacher centric method of teaching to student centric method of learning. It is developing smart classrooms to add use of technology in the teaching learning process. Use of smart class rooms has made the learning easy for students. In some course like computer education, E-commerce and geography students learn the subject through practical. Teachers are shifting from lecture based method to interactive methods of teaching. The faculty members are using methods such as group discussion, role-play, subject discussion, quiz, debate and brain storming for effective and interactive teaching. College has also adopted assignment method of learning. Extracurricular cells and activities also supplement the teaching learning process.

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

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

In addition to traditional classroom teaching college has developed ICT enabled classrooms and labs with projector and smart boards. Faculty is using these ICT enabled classrooms to enhance the quality of teaching and learning. Teachers use PPT with animation/map/diagrams, video online resources, Youtube links for students. Social media platform like Whatsapp groups are used to communicate with the students by sharing notes, class/ college information and solving queries of students. E-books are available in library for faculty and students. Sometimes Google meet or Zoom app is used to conduct quiz test or for delivery of lectures. Appropriate use of ICT has helped the

college enhancing the interest level in learning among the students.

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

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

#### 2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

**D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

1

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

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

119

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The Institute prepares an academic calendar in line with University calendar prior to the commencement of each semester notifying the schedule of assignments and tests. After conduct of tests and assignment, teachers evaluate the script of these component of CIE. Results of evaluation are communicated to student through whatsapp groups and notice boards of the college. Evaluated script of assignments and answer books are discussed in classes. Twenty percent marks in each course have been allotted for CIE. Out these 20 marks 5 marks are allotted for presence of student in the class, 5 marks for class test, 5 marks for assignment-I and another 5 marks are allotted for Assignment-II. The college displays the total marks of internal assessment of

each subject on the notice board or these are shared to students through whatsapp groups before it uploaded on university website for final results. Students grievances regarding the awards of Internal assessment is also sorted out, if any. If any students missed class/test/assignment as per college schedule due to some unavoidable circumstances, a special change is given to her for assignment/test.

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

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

The college mechanism to deal with internal examination is transparent time bound and efficient. The faculty tries utmost that there should not be any grievance related to internal examination. There is very little possibility of grievance, because:

1. College notifies the schedule of internal examination will before the beginning of each semester.
2. Teachers properly evaluate the assignments and tests.
3. Marks obtained are displayed on notice board. Teachers also share these marks in whatsapp group of students.
4. Evaluated answer books are shown to students. Grievance of student if any is sorted out at spot. No need for student to wait for solution of grievance.
5. Even total marks obtained in internal examination by the students are displayed on whatsapp group and notice boards of college before upload these in university website for final results.

However, there is University affair committee is the college to deal all such matters, if any. This committee resolves the problems within 3 days after receipt of complaint. Phone no for teachers, who will deal such grievances are written on various display boards in the college.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes and course outcomes of the entire programme offered by this institute are stated and displayed on college website and notice board. It is also communicated to students through whatsapp groups. While teaching the courses, the teachers also communicate the course/topic specific outcome.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://smggcs.ac.in/images/62/MultipleFiles/File22608.pdf">http://smggcs.ac.in/images/62/MultipleFiles/File22608.pdf</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

This college is affiliated to C.R.S University, Jind. So, the college follows the curriculum designed by affiliating University. The college offers two programmes- B.A. (pass course) and B.Com (pass course). There are two system of measurement of attainment of programme and course outcome. These systems are internal and external. In internal system, course tests are conducted by the teachers. There is also provision of two assignments per course to check the attainment of student. Test and assignment constitute 15% marks per course. External way to evaluate the attainment is university examination. In the level of attainment of course outcome and programme Outcomes the College is not below the surrounding college.

Admission of students in different PG courses, placement of some students in private sector or government sector jobs. Positive behavioral change in students, going towards digitalization and sustainable development etc are the manifestation of

programme/course outcome. Some of these aspects of outcomes cannot be qualified.

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

### 2.6.3 - Pass percentage of Students during the year

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

225

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

### 2.7 - Student Satisfaction Survey

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

[Not conducted](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

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

### 3.2 - Research Publications and Awards



**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

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

**3.3 - Extension Activities**

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

During 2020-21, NSS Unit of S M GGC Safidon has conducted/participated in different activities through online/offline mode due to the spread of COVID-19 pandemic. During the year, the institution performed most of the activities/competitions through online mode/at home such as fit India freedom run, plantation at their homes, voters day, Sadak Suraksha Abhiyan, environment day, yoga day etc. In addition to these, an awareness rally on Sadak Suraksha Abhiyan also organized in the nearby community of the institution keeping in view COVID-19 appropriate behaviors. Organizing such competitions/events created awareness among students about the importance of voting, being fit-being healthy, road safety

symbols, environment sustainability and thus enhancing the holistic development of the students.

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

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

50

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate facilities for teaching-learning. The institute has more than sufficient number of class room with adequate facilities of dual desks, green board, lecture stand and electricity out of these classroom about one third are smart classroom equipped with ICT. The college has three computer laboratories with sufficient number of computers for teaching learning process. There are also two Geography laboratories equipped with practical equipments and basic physical infrastructure. The Institute has also seminar hall with seating capacity of about 250 persons. This hall is equipped with Interactive Flat panel Display, Digital Podium and good sound system. The library of college has a seating capacity of 100 students.

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

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

The college has adequate facilities for cultural and sports. The Institute has sports facilities for games like Table-Tennis, Carom-Board, Chess Indo Badminton, Kabbaddi. The institute has also a

playground with a track of 200 meters which is used for various athletic events. The college has also sufficient number of sports equipment to carry out these facilities of sports facilities. TA/DA, playing kits are provided to students while participating in the sports activities at different level. Outstanding students in sports are awarded with scholarships and prizes.

A nodal officer has been assigned the duty to promote cultural activities in the college. College organized two cultural festivals during the academic year. College students also participate in zonal level, University level cultural activities. The cost incurred on playing instruments, dress, and sound system is borne by the college. The college hires trainer for training to students in various cultural activities. The cost on training is borne by the college. College has also green room facility for students to get prepare themselves for cultural activities.

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

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

9

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****10.57904**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

The College Library has SOUL 2.0 Software for automation. This year entry of the books was done in the software for automation by spending Rs. 51959/-.

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

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

1.05910

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

0

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The Institution has 10 broad band connections to supply the internet connectivity in various labs and class rooms. There are also 3 Fiber Cable connections for serving the administrative office. Reliance Company has provided free Wi-Fi facilities in the campus to all the students and teachers. The institute has also an 8 TB hard disk in which e-contents of different subjects has been stored. There is sufficient number of IT tool to serve in administrative offices, smart class rooms and computer labs. The institute has broadband connections. The bandwidth is 3 less than 5 mbps.

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

**4.3.2 - Number of Computers**

65

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

E. &lt; 5MBPS

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

10.57904

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.

Various committees have been constituted for maintenance of physical facilities. The electricity committee ensures the proper supply of electricity in each wing of the physical facility. This committee also purchases electric equipment whenever required. The cleanliness committee keeps each wing clean with the help of manpower. All the broken furniture and other damaged items in every type of physical facility are handled by the Dilapidation Committee. Drinking water committee ensures the pure drinking water in the college building. The ICT committee keeps vigil on IT equipment in various labs.

There are two types of funds available in the college for maintenance of facilities. College-funds and grants received from the government of Haryana. Computer laboratories are common for all the students to use, whenever they need it. Accounts of books are properly maintained in the accession register. There is sufficient space in the library for the reading section. The sports ground is maintained by gardeners under the headship of Sports Incharge. Sports equipment/articles are issued to students for indoor and outdoor games. General laboratories are maintained by the concerned department. Every department keeps proper account of their articles and equipments

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

278

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

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

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

0

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

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

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

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

28

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

As per Haryana Government norms regarding the higher educational Institute, there is no provision for formation of students council in the colleges. However proper representation of students is given by the college in very committees, like - admission committee, cultural affair committee, cleanliness and beautification committee, green initiative committee, University affairs committee, NSS committee Sports Committee etc.

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

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

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

54

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

#### 5.4 - Alumni Engagement

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

**The college does not have registered Alumni Association.**

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

**The governance of the Institute is as per the vision and mission of the college. Teachers and non teaching staff of the college headed by the principal represent the government on the behalf of the government of Haryana and affiliating University as well. Curriculum which university has designed for colleges is strictly**

Principal keep strict vigil on proper implementation of the academic calendar. There are various committees to provide physical facilities to students to keep a better teaching-learning environment. The ICT in charge of college provides computer labs facilities to students to make them digitally sound. The college sports incharge makes the facilities available for sports for indoor and outdoor games. Women cell has been established in the college to address the various social, emotional and health related issues of students. Cultural wing is also there in the college to promote cultural activities. NSS unit of the college develops social responsibilities among the students. Smart classroom has been developed in the college by administration to make the teaching student centric. Lectures of eminent persons are arranged by the college administration for students on various social, economic and health issues.

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

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

The college has effective leadership. This leadership is visible in various institutional practices, like- decentralization and participatory management. However, principal is the sole authority of the college but all the members of staff play a significant role in decision making regarding the growth and development of the college. Principal of the college has constituted various committees to ensure participative management in every sphere of the college. Principal has delegated power to various committees to do fruitful in their respective fields. Each committee is independent to do work in their field. Each committee has a convener to make coordination between committee members and to chain the committee meetings. Important decisions are taken by the IQAC and College Council. Some other committees are as under:

- University affair committee
- Anti ragging committee
- Students grievances and anti sexual harassment committee

- College beautification committee
- Cultural committee
- Discipline Committee
- Sports committee
- Scholarship & stipend committee
- Admission committee
- Placement cell
- Women cell
- Library committee
- Building committee
- NSS committee
- ICT committee

Students are also made two participate in organizing various activities of the college, like- sports, cultural, beautification etc.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute always prepare perspective plan to achieve the goals as per directions of the Government of Haryana and Chaudhary Ranbir Singh University Jind, with which the college is affiliated. The strategic plan is prepared well before the beginning of the new session. the plan of this college has been as under:

- Admission schedule: this schedule is fixed by the department and University.
- Display of academic calendar: it is framed by University
- Display of time table: it is prepared by college time table committee
- Display of lesson plan: every teacher display the lesson plans on the notice board in advance and also circulate it through WhatsApp group the lesson plan is followed by the teachers.
- Display of co-curricular activities: these are prepared by



college and displayed before the beginning of new session

- Constitution of Committees/ Cells: the principal after consultation with senior faculty members constitute various committees and Cells to properly manage the college during the academic year.
- Assessment of Facilities in the college so that these may be augmented and maintained.
- Planning for purchase of additional facilities.

College communicate these strategic plans to students and other stakeholders at the beginning of the academic session.

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

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

The role of principal is to provide the leadership, direction and coordination among different organs of the college. The administrative and financial power of the college rests with the Principal. IQAC chaired by the Principal ensures the internal quality in every sphere of the college. College council takes important decisions in the college. Various committees has been constituted by the Principal for decentralization, participating management and for smooth functioning of the college as well. Bursar is also an important organ of the college. He helps the Principal in regulating the financial matters of the college. The Deputy Superintendent represents the head of non teaching staff of the college. He assisted the work of his subordinates. University clerk deals with University Affairs. He works under the guidance of the University Affairs Committee. Bill clerk does all the jobs related to financial matters including completion of cash books under the guidance of Bursar of the college. The College Beautification and Cleanliness Committee ensures the clean and green environment in the college. Service staff of

college is deeply engaged in this work.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://smggcs.ac.in/images/62/MultipleFiles/File22671.pdf">http://smggcs.ac.in/images/62/MultipleFiles/File22671.pdf</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

The institutions offers various welfare mejors to its teaching and non-teaching staff. Salary is paid to the staff as per Haryana Government norms. Facilities such as medical, LTC, PF etc. are provided to the staff as per Govt. rules and guidelines for the welfare of female staff maternity leave and Child Care Leave is provided.

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

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

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

0

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

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

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

0

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

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

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

5

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

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

The Institution has adopted a transparent performance appraisal system for teaching and nonteaching staff as per Haryana Government guidelines for teaching staff. An online portal for ACR has been developed by Department of Higher Education, Haryana. The performance is assessed on various parameters to judge the efficiency, integrity and innovation of the employees.

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

#### 6.4 - Financial Management and Resource Mobilization

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

Audit is conducted as per the government policy.

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

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

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

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

Being a Government institute, a major portion of the budget is granted by the Government. Funds under different heads are also charged from the student at the time of their admissions. The Principal and Bursar of the college monitor the optimal utilization of funds for various recurring and non recurring expenses. The Principal of the college sought the demand from various departments/ cells/ wings for purchase of articles and hire of services. Keeping in view of grants available and college funds, the Purchase Committee, Bursar and the Principal take collective decisions about the yearly purchases. The Purchase Committee uses the GEM portal for purchases. In the case of non availability of articles on GEM, sealed quotations or tenders are invited. Before placing orders for purchases or higher of services, the committee ensures the optimal and sustainable use of articles, services and funds. while purchasing or hiring of services parameters like pricing, quality, term and conditions are seriously taken into account. All the financial matters are audited by the Government from time to time. The college takes utmost care for optimal utilisation of resources like electricity, drinking water, computer labs, smart classrooms, library and sports equipment etc.

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

## 6.5 - Internal Quality Assurance System

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

During the session 2020-21, whole world faced the global pandemic Covid-19. Due to the spread of deadly virus human beings were forced to live secluded life without physical interaction with fellow beings. It affected all the aspects of human life. Academics was not an exception. The college had two major challenges before it - protection of students and staff from Covid - 19 and continuation of academic activities in uncertain atmosphere. The college IQAC took steps to handle the challenges. Steps were taken to prevent spread of virus among staff and students. Teaching activities were shifted to online mode. The college continued teaching learning process successfully during pandemic. After the establishment of the college, it was yet to be NAAC accredited. NAAC accreditation was an important step in the growth of the institution. Despite the challenge of Covid - 19, NAAC accreditation (Cycle 1) was successfully completed during the session with the efforts of college IQAC.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During the Covid - 19 pandemic, there was need to make changes in the traditional teaching learning process. The college shifted to online/Virtual space for conducting academic and other activities. The shift was not easy one. There were initially issues of adaptation to the virtual space before teachers and students. The college IQAC encouraged the students and staff to adopt the change. Teacher and students were trained for online

**teaching and learning**

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

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

**E. None of the above**

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

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

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

Women cell is established in the institution as per the guidelines of Director General Higher Education, Haryana. The Women Cell of the college is continuously making every effort for uplifting the women and towards women empowerment. In order to create awareness about gender issues & social biases among girl students, the Women Cell conducts a series of various activities to provide platform for students to show their skills and share their experiences. The women cell is an initiative of the

government to create awareness and sensitization on women issues. Various activities are organized by the cell to highlight the gender issues and work towards women empowerment. Activities such as extension lectures, personality development programs, physical well being of girl students, health and hygiene related activities, awareness about their legal rights and other activities related to skill development are conducted under the aegis of Women Cell. Workshops are also organized as it creates opportunity to learn and professionalize different skills. The objective of Women Cell is to create a multidisciplinary approach and to imbibe confidence and overall personality development.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management:** waste bins are placed in campus at various places to collect various type of waste. The collected waste is taken to dumping yards by Municipal Committee of this town.

**Liquid waste Management:** Since, institution has no Chemical



Science department, so there is no problem of chemical related liquid waste. Liquid waste generated from washrooms is connected to disposal tank constructed by Public Works Department. This department manage this liquid waste in its own way.

**E-waste Management:** It is managed by District national Informatics Centre Jind. In the case generated e-waste, College has to write to this centre for E-waste management. Since, the college has only BA/B.Com Pass Course programmes, there is not problem of generation of Bio-Medical, Chemical and Radio active waste.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

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

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

**B. Any 3 of the above**

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

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

The college organises and conducts several activities to build and promote an inclusive environment for cultural, ethical, communal and socio economic harmony and tolerance. the college teachers and students jointly celebrate the cultural and regional festivals like- New years Day, Teachers Day, Gandhi jayanti, orientation program, refresher party, farewell party, athletics meet, plantation, women's day celebration, yoga day, Holi etc. there is a calendar of celebration of important days in the college during the academic year. As per this calendar college also celebrates the days like - Social Justice Day, Non -Violence Day, Rashtriya Ekta Diwas, Human Rights Day, National Youth Day to promote the value of harmony and tolerance among the students. Motivational lectures of eminent persons are arranged to develop the value of tolerance and harmony. These values are also imbibed in the courses of subjects like Hindi, English and Environmental studies. The institution believes in equality of all the cultures and traditions. It is evident from the fact that students belonging to different castes and religions are studying without any discrimination in the college. The college did not see any intolerance among the students for one or another reason since its inception.

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

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

Constitution day is celebrated on 26th of November every year. The program starts with preamble reading of the constitution followed by lectures on the sensitization of students on responsibilities towards the constitutional value, right, duties and responsibility of citizens. Students are encouraged to participate in activities like- essay writing, poster making, debate, declamation on the related aspects of constitution. College has also decided to celebrate National Voters day, National integration Day and Social Justice day every year to strengthen the learning of students on the related aspects of constitution. Students and staff also pledge to obey their duties towards the nation. College is running a course of political science in the BA pass course. Students learn in depth about the values, rights, duties and responsibilities of a citizen through this course. There is a NSS unit in the college. The motto of NSS is "Not for me but for you". By this Motto the virtue of responsibilities towards nation and society has been deeply imbibed in day-to-day behaviour of students. The course of environmental studies is compulsory for all the students in one semester. This course also throws light on the constitutional responsibility of citizens towards the environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

College celebrates various national and international commemorative days, events and festivals during the academic session. college generally celebrates Independence Day, Teachers Day, Gandhi Jayanti, UNO Day, Rashtriya Ekta Diwas, Constitution day, Republic Day, World Water Day, World Consumers Day, Earth Day etc. College organises lectures of eminent persons, teachers and students, poster making, rallies and cultural activities to celebrate these days of national and international importance.

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

## 7.2 - Best Practices

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

### Best Practice -1

#### Adaptation of Green Initiatives

Since shifting of the college in this building, it has adopted Green Initiatives. students are told in the classes and during

orientation programs to adopt the measures for strengthening green initiatives. The college has focused on the following green initiative:

- There are 100% LED bulb in college and also some solar lights.
- Student and teachers are advised to use minimum paper and use both sides of paper before it is handed over to recycling system.
- They are advised to take note electronically, save bills and receipts electronically, online payments, online filling of different forms etc.
- College has adopted sprinkle irrigation for lawns.
- Students and teachers and office staff are advised to use both sides of paper.
- Sharing of vehicles. Principle of the college has also adopted this practice.
- Use of public transport, bicycles and electronic scooty.
- Look upon the concept of sustainable development while purchasing the material.
- Use of reusable Water bottles / tiffin boxes
- No food wastage.
- Less use of disposable material while eating a drinking
- Minimum use of Plastic.

Best Practice -2

To get prepare the Voter Identity Card

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

The distinctive area of college was to tackle the situation arising due to spread of pandemic Covid-19. College played an important role in disseminating science based information among students and society. Students and college teachers spread the advisory regarding Covid-19 received from Aaush Mantralaya Government of India from time to time. Except this college do the following job as area of thrust in this academic session:

- College students and teachers work as a link between migrant labor and the government. This work helped the labor class to reach their home timely.
- Students and teachers reported to the government about the condition of availability of food, water and health facilities in different pockets of society assigned by the Government.
- College had arranged 10 rooms and a big hall equipped with basic facilities for migrant labor.
- College also purchased the sufficient number of medicines, masks, hand-wash sanitizing material and related equipments for college as per the advisory of Ayush Mantralaya of India to defeat this pandemic.
- College also called the team of medical staff for COVID testing of each college member.
- College has the report that there was no causality any family of any student or teacher due to COVID -19.

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

### 7.3.2 - Plan of action for the next academic year

- To work towards permanent affiliation of college from University.
- To bring College Under 12b and 2f of UGC Act
- Automation of library
  
- Introduction of e-books and e-journals in library
- Arrangement of computers in library.
- Digitalization of stocks of the college
- To develop e- content for students
- Online attendance of students
- Online information to students regarding day to day activity
- Digitalization of teachers day today activities
- Installation of solar power systemic
- installation of rainwater harvesting system
- Emphasis on development of language lab
- Emphasis on green initiative
- introduction of BSc programs
- Introduction of sociology psychology music Sanskrit courses in BA program
- Introduction of Master Classes in Political Science.
- Get registration of Alumni association

Since, this is Government College so it is not possible for college alone to execute all the Plants College has to sort the help of Haryana government for exception of various plans