Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**RGGCW BHIWANI**
Name of the head of the Institution	**Ms Manju Gautam**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01664255118**
Mobile no.	**9996010221**
Registered Email	**gcwbhiwani@gmail.com**
Alternate Email	**anitadeepaksharma21@gmail.com**
Address	**Rajiv Gandhi Govt. College for women , Hansi Road, Bhiwani**
City/Town	**Bhiwani**
State/UT	**Haryana**
Pincode	**127021**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Sh. Jagbir Malik**
Phone no/Alternate Phone no.	**01664255118**
Mobile no.	**7206461210**
Registered Email	**gcwbhiwani@gmail.com**
Alternate Email	**anitadeepaksharma21@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcwbhiwani.ac.in/images/12/MultipleFiles/File19806.docx

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gcwbhiwani.ac.in/images/12/MultipleFiles/File20482.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.34**	**2015**	**01-Mar-2015**	**02-Mar-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**30-Dec-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Programme	**23-Jul-2018**	**1000**

	2	

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

[View Uploaded File]()

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View Uploaded File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1 Regular maintenance of college infrastructure including labs, classrooms, canteen, etc. 2 Updation of online content according to the new syllabus and new areas of interest. 3 New course 'Home Science' was introduced in the curriculum. 4 Arrangement of a Help Desk is maintained during admission time to resolve every issue and confusion of the new students. 5 Regular updation of the college website. 6 Formation of Mentormentee groups to resolve students issues. 7 Organisation of various activities for the overall development of the students.

[View Uploaded File]()

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

Plan of Action	Achivements/Outcomes
Issues regarding admission process Preparation of lesson plans Assessment of workload Promotion of cocurricular activities Youth Festival Participation Maintainence of discipline Cleanliness drive Implementation of complaint boxes	Guidelines were issued and admission process was successfully completed Lesson plans were displayed and syllabus was completed accordingly Workload was properly assessed on college as well as on DGHE level Various extension activities were carried out as per schedule Students participated in the yourth festival to a great extent enthusiastically Discipline committee was formed and proctorial duties were assigned NSS camps were organised in which cleanliness drive was undertaken Complaint box was placed in the college and issues were resolved.
[View Uploaded File]()	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Dec-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college being a unit of the Department of Higher Education, Govt. of Haryana complies follows the Management Information System developed at the centralised level for 155 Government Colleges in Haryana. The ERP has been designed to cater to the requirements of the colleges for a robust database and MIS reporting for all the students and alumni. Right from admission to fee, scholarship, examination and evaluation, complaints and grievances, placement, employee and asset management are done through a very userfriendly interface. The ERP ensures that there is minimum data

entry and that the records of all students and employees are safe at all times. The colleges have access ftothe updation of information through login ID and password. Name of the College: Govt. College Bhiwani User ID: Admin 60 The list of modules currently operational is as below: 1. Web Portal • Search and Locate colleges and Courses. • Transparency in Admission Process. • Anytime, anywhere availability of data for multiple audience. • Integrated and corelated database for all Colleges, Employees and Students. • Role based authorized access. • Real Time Student Progress Monitoring. 2. Online Admission • Provision for inviting online registrations and applications. • Generation of rank / Merit List of the College/ course wise. • Allotment of courses and subjects as per merit and seat availability. 3. Seats Information • Provision for Total Sanctioned Intake (seats) • Provision for Total Filled Seats • Provision for Total Vacant Seats • Provision for Total Application Received 4. Fee Management Accounting • Integration of Online Payment System. • Various fee reports at Head Office and College level. • Tracking of fee collection, student's fee payments and receipts/refund fees. • Alerts on mobile APP. 5. Human Resource Management • Employee data available on single dashboard. • Access to employee complete service book such as Joining/ Posting, Transfer, Promotion, Training, Suspension (if any), Service Book, etc. • Attendance and Leave Tracking and Management. 6. Complaints and Grievances • Provision for students to record complaints/ Grievances. • Complaint includes complaint id, complaint description, and detailed description of complaint and nature of complaint. • All complaints addressed to designated Nodal Grievances officer/Chairperson. 7. Scholarship Management • Online applications for scholarship linked to admission application forms. • Real time college wise scholarship application/disbursement/pending statistics. • Online disbursement of scholarship to the selected candidates. 8. Student Information Management • Add/ edit/ delete individual student as

and when approved by authorities. • Student dashboard: Attendance Records, Timetable, Examination Schedules, Results, Events and important Notifications/Circulars. 9. Exam Management • Pre and Post Conduct Procedure of Examination. • Exam Management and Course Management. • Various reports. 10. Placement Management • Job Postings from various companies posted on portal. • Students can check the eligibility criteria, list of shortlisted and selected candidates for campus drive from the portal. 11. Reports Management • Course wise applied applications. • Subject wise Seats Information. • Roll No report for Registration

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Rajiv Gandhi Govt College for Women Bhiwani, affiliated to CBLU, follow the curriculum given by the university. Based on the CBLU academic calendar, college prepares the academic calendar. The academic calendar provides date of commencement of the academic session, duration of semester, period of internal assessment tests, final semester examinations etc. The department allocate subjects to teachers and prepare time table. The teachers prepare the teaching materials and delivery content. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which its execute the curriculum: • Academic calendar: It is provide by the affiliating university at the commencement of every session. The college streamlines its academic process by preparing its own schedule of activities accordingly. • Time – Table Committee: The time- table committee prepares the over- all time- table of the college. All the departments make their own time- tables as well as which are duty displayed in the college website and notice boards. • Lesson Plan: A Lesson plan includes subject introduction, subject requirements, subject topics, reference books. It gives an insight how the lecture class will be handled throughout the individual months of the semester. • Teaching Aids: Lectures are used to convey information, history, background, theories of subjects, to expose the students to contemporary issues and life- long learning in the societal context. Smart boards and PPTs are used to deliver lectures. To tackle the situation actuated by Covid-19 the faculty members made sure the continuity of teaching- learning process through online platforms like google meet, Whatsapp, youtube etc. • Demonstration Method: It helps the students in developing better understanding of the subjects and presentation method clarifying their doubts. • Class Presentations: Presentations are given to illustrate ideas and concepts in intricate graphical and animation which effectively communicate the working of actual solutions and their impact. • Lab Work: Laboratory work demonstrates how theory can be verified by experiments through interpretation of results. Field work and Project Work are also conducted by different departments. • Library: The college has a well- maintained library with adequate number of books. Students

get books issued on the days assigned to their respective classes. Ample number of magazines and daily newspapers are available for the students to peruse. Record is maintained by the library. • Learning Objectives: Formative assessment is done to assess the level of learning of the students. Extra classes are conducted for slow learners. Students prepare assignments and give presentations. Internal assessment is done on the basis of tests and assignments. Final assessment is done through university examinations. • Extra Activities. Interactive teaching is promoted through students' participation in group discussions, quizzes and seminars. • Feedback : The college takes feedback from students, teachers, employers and alumni. The college assesses its performance and improves in requisite areas after analyzing the feedback. • Mentor- Mentee System: Small group of students is allotted to individual faculty members. Various academic and other issues are addressed and resolved through these groups. The cross-cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all its students. There are various committees/clubs which provide opportunities to the students such as 1. Anti-Ragging Committee: As per the guidelines of UGC, AICTE and the University, an Anti-Ragging Committee has been constituted to handle the issues pertaining to ragging the names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity in case of any in convenient incident. 2. Legal Literacy Cell: Legal awareness helps to promote consciousness of legal culture, participation in the formation of laws and the rule of law. 3. Women Cell: Workshops related to various entrepreneur ventures are conducted enhancing regional artistic practices. 4. Discipline Committee: This committee plays a vibrant role in the maintenance of discipline of the complete campus. In day-to-day functioning of the college as well as any special occasion or any programmes. 5. Red Ribbon Club: Imparting health related awareness like extension lecture by Doctors, Blood Donation Camp, One Day Medical Camp. 6. Road Safety Club: Extension lectures from Traffic Department experts, organizes rally to promote sustainable transport, Traffic rules quiz for students. 7. NCC/NSS: An opportunity to volunteer in various national schemes and camps. File Description • Upload Additional Information – - Lesson Plan - Activity

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	HOME SCIENCE	04/05/2018
[View Uploaded File]()		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nill	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Field Project	50
PGDCA	Field Project	16
[View Uploaded File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
NA

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bachelor of Arts	640	800	703
BSc	Non-Med and C.S.	210	225	210
BCom	Commerce	180	180	180
MSc	Computer Science	50	55	50
PGDCA	Diploma in Computer Application	20	15	7
BCA	Bachelor of Computer	120	50	48

Application	

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3308	103	79	Nill	4

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
79	50	10	15	15	10
No file uploaded.					
No file uploaded.					

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

A student who is enrolled for college is faced with a myriad of challenges. The unfamiliar surroundings, culture shock, peer pressure, pressure to perform, physical changes, career choices, relationships, identity formation are just some examples of issues that confront the young undergraduates. Though a majority of students find ways to cope with these issues, a number of them struggle for support ending up making unfavorable choices. This affects their academic performance and the ensuing future. Hence it was important to provide a stigma free mainstream service within the academic framework with far reaching effect. The college came up with the concept of mentoring. IN RGGCW, all teachers in the college believe in inclusive education of the learner. For this purpose, outset of the program a teacher is assigned as mentor for a group of students constituting maximum fifty students. Mentoring is a mainstreamed activity that overarches every department. Mentors are experienced faculty members who have signed up to support the students academically outside the scheduled class hours. Every student is assigned a mentor with whom he/she can discuss any issue of concern or that comes in the way of optimal learning. The students can also chose they mentor they want to interact with. The students are encouraged to meet their mentors at regular frequencies. Weekly meetings are encouraged between the mentors and mentees through which the learning levels of students with reference to their domain knowledge, understanding, application and innovation are identified mainly by teacher mentors by their interactions with students and tasks assigned to them. Bridge course and orientation sessions after admission are also organized by mentors to enhance the interest of the learner. Regular meetings are held between mentor and mentee. The mentors also engage students who require more attention to understand a concept by remedial teaching and revision session. Peer teaching has helped slow learners to come at par with their classmates. Awareness and support extended to students for the preparation of GATE, GRE, CAT, ISRO, NTPC, BSNL, DRDO, BARC, and other Govt. PSUs examinations. A mentor prepared and maintained record for each student. The record has both personal and academic data. Students are allowed to approach the mentor for both academic personal problems. Personalized professional /career advice is given to the mentee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3411	79	1:43

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
58	40	18	20	7

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

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

No file uploaded.

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Bachelor of Arts General	VI/2019	07/05/2019	03/06/2019
BCom	Commerce gENERAL	VI/2019	08/05/2019	31/05/2019
BCom LLB	Bachelor of Computer Application	VI/2019	29/04/2019	29/05/2019
BSc	Non-Med and C.S.	VI/2019	06/05/2019	03/06/2019
PGDCA	PGDCA	II/2019	24/05/2019	12/08/2019
MSc	Computer Science	IV/2019	24/05/2019	12/08/2019

View Uploaded File

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

The college strictly follows the university rules procedures for internal assessment. Although the schedule of class tests and submission of assignments, for internal assessment, is fixed one month earlier of the completion of each semester, the students are given their topics of these class tests as well as assignments well in advance. The students are constantly encouraged to discuss the topics of internal assessment with their concerned teachers and every sort of academic help such as availability of material, books, and journals pertaining to the topic is provided to the students by the teachers. Through the rough draft of the assignments and give appropriate suggestions for improvement before final submission. The internal assessment marks are awarded on the basis of students' attendance and their performance in the class test and assignment. The internal marks awarded to the students are displayed on the noticeboard of the department and objections, if any are invited within a week from the students. In case of any objections, the concerned student's tests are shown to them and the matter is resolved to the satisfaction of the students through the in-built mechanism of the department. Even after this exercise if the student is dissatisfied, class tests and assignments are given to two more

teachers of the department for re-evaluation and the average of marks awarded by all three teachers is awarded to the students.

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

The mechanism to deal with examination-related grievances is transparent, time-bound, and efficient. The College strictly adheres to the academic calendar as per the University norms. Working as a Centre of Excellence, the institution is committed to ensure value education and provides an unfair-means-free academic atmosphere to its students. The menace of unfair means is curbed down with the help of staff members and university authorities. The Principal has constituted a committee of senior faculty members to check and control any type of malpractice notice during the examination. Moreover, internal assessment test schedules are prepared as per the university and intimated to the students well in time. Grievances regarding the internal assessment test (if any) are properly handled by the respective subject teacher as well as by the concerned head of the department also. The College has also constituted a grievance redressal committee comprising the Principal and the college council members. The issues related to examinations are communicated to the university through the Principal, who is also the chief superintendent of the examination center. The students are very well-oriented by the teachers and concerned head of the department about internal assessment criteria and other important instructions regarding class tests, attendance, and assignment.

2.6 – Student Performance and Learning Outcomes

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

http://gcwbhiwani.ac.in/images/12/MultipleFiles/File17575.docx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A	BA	General	640	329	51.4
B.Sc	BSc	Non-Medical and C.S.	265	226	85.28
B.COM	BCom	General	190	141	74.21
BCA	BCA	Bachelor of computer Application	61	44	72.21
M.Sc	MSc	Computer Science	45	0	00
PGDCA	PGDCA	Diploma in computer Application	7	2	28.57
View Uploaded File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	N.A.	0	0

View Uploaded File

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

View Uploaded File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NIL	NIL	NIL	NIL	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
N.A.	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PHYSICAL EDUCATION	1	Nill

View Uploaded File

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

Department	Number of Publication
NIL	0

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	0

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	0	0	0

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

No file uploaded.

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
HEALTH CHECKUP	NCC/NSS/YRC	10	1243

View File

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NCC	NCC	HEALTH CHECKUP	3	105

View File

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration

NIL	0	NIL	0
No file uploaded.				

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	NIL
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0
No file uploaded.				

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.75	1.73

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
[View File](#)	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	**10891**	**2531942**	**667**	**143841**	**11558**	**2675783**
Reference Books	**278**	**160000**	**50**	**18159**	**328**	**178159**
e-Books	**0**	**0**	**0**	**0**	**0**	**0**
Journals	**0**	**0**	**0**	**0**	**0**	**0**
e-Journals	**0**	**0**	**0**	**0**	**0**	**0**
Digital Database	**0**	**0**	**0**	**0**	**0**	**0**
CD & Video	**0**	**0**	**0**	**0**	**0**	**0**
Library Automation	**11169**	**Nill**	**717**	**Nill**	**11886**	**0**
Weeding (hard & soft)	**0**	**0**	**0**	**0**	**0**	**0**

<div align="center">No file uploaded.</div>

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nill	**Nill**	**Nill**	**Nill**

<div align="center">No file uploaded.</div>

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**102**	**5**	**1**	**0**	**0**	**4**	**14**	**5**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**102**	**5**	**1**	**0**	**0**	**4**	**14**	**5**	**0**

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

<div align="center">5 MBPS/ GBPS</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NILL	**Nill**

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4.85	4.75	11.56	11.56

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

The policy of the College is to fulfill and upgrade the infrastructural requirements as and when such need arises. Various committees of the College are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. The Department of Higher Education, Haryana (DHE) is the sanctioning authority of funds for the procurement of different support facilities in the Govt. Colleges. The college has two types of source of funds i.e. one budgetary provisions from the Government and secondly through utilization of student's funds under the provisions of Haryana Education Code. The Central purchase committees, Other Committees are constituted by the Principal to finalize/decide the cases of purchase/procurement after seeking requisition requirement from each Head of the department for all articles related to stores, apparatus, desks/benches/IT equipment's, books and other support facilities and proposal is sent to the Government for approval sanction of the budget as per the directions procedure supplied by DHE, Haryana.

http://gcwbhiwani.ac.in/images/12/MultipleFiles/File20496.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Post metric Scholarship for BC students 2. HARYANA STATE MERIT FOR UNDER GRADUATE GIRLS SCHEME FRESH STUDENTS 3. HARYANA STATE MERIT FOR UNDER GRADUATE GIRLS SCHEME RENEWAL STUDENTS 4. HARYANA STATE MERITORIOUS INCENTIVE SCHEME 5. CONSOLIDATED ST	975	10699450
Financial Support from Other Sources			
a) National	NIL	Nill	Nill
b)International	NIL	Nill	Nill
View File			

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

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
language lab	**01/08/2018**	**650**	**DGHE**
Mentoring	**01/08/2018**	**650**	**DGHE**
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	**extension lecture by placement cell**	**0**	**200**	**0**	**0**
Nill	**Training Cum Placement Fair**	**0**	**54**	**0**	**0**
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	**0**	**0**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	**0**	**0**	**00**	**0**	**0**
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	**200**	**RGGCW Bhiwani**	**RGGCW Bhiwani**	**Various Univeristies**	**Higher Education**
No file uploaded.					

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

Items	Number of students selected/ qualifying
NET	**5**

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

Activity	Level	Number of Participants
Talent Search	College Level	120
Painting Competition	College Level	30
Slogan Writing Competition	College Level	25
Mehandi Competition	College Level	50
Science Exhibition	College Level	40

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Bronze	National	1	Nill	Individual	Preeti, seema rani, minakshi, sanju yadav, preeti, renu, savita
2018	Bronze	National	1	Nill	Team	Seema, Meenakshi,Sanju, Preeti,Renu
2018	Gold	National	1	Nill	Individual	Bhawana

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

Student's Union Elections in the affiliated colleges of Universities in Haryana are not functional. However a Team of stuends Representatives is identified by the Principal and College Council every year. This team work for the benefit of the students the year and pursues several activities in coordination with the Teacher incharges within and outside the college campus. An Team is authorised to represents students' views and concerns to be addressed. It can also air students' difficulties which otherwise come to light. It can bring views and concerns of students forward to the Principal and teachers in a proper systema so that solutions to their problems can be taken well in time. The major activities pursued by the Students' representatives Maintaining Ensuring Healthy Teaching Learning Environment in the College and also reporting the grievances of students to the administration so that they may be timely addressed. To identify and help solve problems encountered by students in the Inst maintain good relations, out of mutual respect, with the College Staff and parents 2. To communicate its opinion to the College administration on any

subject that concerns students and on which the students wishes to be consulted. 3. To promote and enco involvement of students in organizing College Level activities Such as: I Cultural Activities: Cooperation Coordination with t Committee in organising Fresher's Party, TalentSearch Programme, Special Cultural Programme "Jhankar" Annual Prize Distributio etc. II Sports Activities: Organisation of intercollege Kabbaddi Tournament, intercollege Cricket Tournament, IntraCollege Competition, Annual Sports Meet of the college etc. III Literary Competition: These student's representatives also play a dom in organising encouraging participation in College level literary completions held during the academic session such as Essay sloganwriting, quizcontest speech contests etc. IV Other Major Activities: Providing a list of financially backward student college administration to make them get fees concession providing financialaid from the college fund. Being a part of the orga of the Blood Donation Camp held each year in the college premises along with the NSS NCC Units of the college and District Society, Bhiwani. In addition to the above activities there is a considerable contribution in coordinating various awareness such as AntiAIDS Programme, Voter's Awareness, Legal Literacy and "BetiBachao, BetiBachao", AntiDowry campaign etc. This Te Participate in 'Safe Drive, Save Life' campaign along with District Police Traffic Department Haryana. Observance of various days for promotion of universal Values and Ethics, to make the campus ecofriendly, to keep the campus neat clean etc

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

For the decentralization and participative management purpose the college has adopted the method of forming various committees comprising the teaching staff members from the different departments of the college. The purpose behind the formation of these committees is to ensure the smooth functioning of the various administrative work in the college. the participation of various teachers ensures transparency and accountability regarding their respective tasks. This practice adds to the efficiency and responsibility of the teachers

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details

Curriculum Development	As we know that 'education' is an elementary key to Success. Therefore, we look forward to the need of the good and effective curriculum. The intuition has appointed source faculty members to review and observe the assigned curriculum. This committee reports to the head of the institution on regular intervals. The institution is also looking forward is distribution the work as per the specialization of faculty members.
Teaching and Learning	Teaching Learning is the prime aspect of any education institution and the institution also sees toward the main aspect to provide an environment of quality education. It takes education in order to enhance the academic excellence of the institute when we can help the students in chasing and achieving the goals of their lives. This year, all the departments were instructed to prepare the academic calendar specifying the academics and non-academics activities. The college is also looking forward especially in analysing the supposed aims and objectives by monitoring them at regular intervals.
Examination and Evaluation	This institution evaluates the performance of the students through internal assessment tests, assignments, presentations and projects in order to prepare them for uplifting their skills. Further, we are keen to monitor the transparency in evaluation process. The more focus is given in analysing and balancing with the recent and present values. An examination committee is formed to ensure smooth conduction of examination in the campus of the college.
Research and Development	As we all know that updating of faculty in research has become mandatory to maintain the pace with the latest academic environment. So, it is necessary to provide a scientific environment to students where they can learn about the new technology, discoveries and innovations. Since 2003, this college has been endeavouring to promote the faculty to attend more seminars, workshops and conferences to the research based activities and skills. The institution not only promotes the faculty to attend the state and national level seminars

	but also encouraged students in order to make them realize about the need and importance of research.
Library, ICT and Physical Infrastructure / Instrumentation	Thin educational institute provides fully equipped library in which different section are arranged in order to provide a systematic source of information. It also provides a couple of classrooms with the facility of Eduset and projector.
Human Resource Management	The head of the intuition has formed a committee of faculty members to organize and participate in self development programmes. The faculty members, on behalf of the administration of college, fully support the members of staff and students with necessary and relevant assistance to optimize their work.
Industry Interaction / Collaboration	There is specific linkage among college and industrialist with the help of lectures delivered by industry experts and domain experts time to time.
Admission of Students	Thin educational institute has a complete on-line process regarding the admission of the students. Once shortlisted is does candidates are invited for a scrutiny of documents and then ground of merit on provided by students in their application forms.

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

E-governace area	Details
Examination	The College collects the entire fee and funds from the students through online system of Higher Education, Har uses the software of e treasuries, Haryana for billing of salary and utilisation of various grants sanctioned purpose of maintenance augmentation of infrastructure and other facilities. The college is also registered as a Government Electronic Market (GEM) to procure various articles/goods for development purposes. The college c regular audit of annual books of accounts. The administrative office keeps the all financial records separately events and transactions made for. The administrative office maintains the Books of Accounts properly which help process and procedure.
Finance and Accounts	The College collects the entire fee

	and funds from the students through online system of Higher Education, Haryana for this uses the software of e treasuries, Haryana for billing of salary and utilisation of various grants sanctioned purpose of maintenance augmentation of infrastructure and other facilities. The college is also registered as a Government Electronic Market (GEM) to procure various articles/goods for development purposes. The college conducts regular audits of annual books of accounts. The administrative office keeps all financial records separately from events and transactions made for. The administrative office maintains the Books of Accounts properly which helps process and procedure.
Student Admission and Support	The most important key factor of the college is the transparent students admission system. The admission process types of courses i.e. UG and PG Level is made through the Online System of Higher Education, Haryana purely on merit college also coordinates in this process by updating the sanctioned intake, course combinations and fee structure the programmes. The Scholarships are offered to deserving and needy students to encourage them to take up H education. This incentive falls in line with the motto of Higher Education of the State. The College also enter claim of such students and put them for further process through online system and get the amount sanctioned. As of scholarship is sanctioned, the same is disbursed through RTGS/NEFT in the respective accounts of the benefits without any delay. It is also pertinent to mention here that the College has extended helping counters free of cos students as such filling utility for Admission forms, Examination form as well as Scholarship Forms.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	NIL	Nill	Nill	Nill	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provision of TA/DA and duty leave to the teachers attending seminars/conferences. Facility of House Building Advance. Facility of Vehicle Advance. Provision of LTC once in a Block of four years. Maternity Leave of six months in case of female teachers. Study Leave provision is there. Children Education Allowance. Child Care Leave for female teacher	TA/DA and duty leave are given to the teachers for attending Workshops/Trainings. Facility of House Building Advance. Facility of Vehicle Advance. Provision of LTC once in a Block of four years Maternity leave of six months in case of female employees. Study Leave provision is there. Children Education Allowance. Child Care Leave for female teachers. Monthly medical allowance and reimbursement of the full amount incurred on medical treatments. House Rent Allowance. Uniform allowance in case of Sweepers, Malis and Chowkidars. Interest free	• R.O. purified drinking water• Water Coolers for drinking Indoor and outdoor game facil playground. • Canteen fac Generator for all classrooms Display board for all ki informations. • Cultural Pro enhancing their cultural ta N.S.S and N.C.C. • Educationa Scouts, Mountaineering (university level)

	Wheat Loan to Class IV employees.	

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: At the level of the college, a pre-audit is conducted. The Bursar examines and confirms all transaction vouchers in light of the approved budget and the availability of funds in the college. Also, at the end of every financial year, the Principal appoints Stock Verification Committees to inspect and certify the available stock in the college. The committee also suggests that stock goods be written off if they are discovered to be non-operational. The office staff (Fund Clerk) regularly prepares the cash books, which are then reviewed by the Bursar and countersigned by the Principal. External Audit: The external audits of the institution are conducted regularly as per the State Govt. instructions. The audit team of the Accountant General Haryana conducts periodical audits of the record of funds provided by the State Government. After the conduct of the audit, the Chief Accounts Officer, Govt. of Haryana, releases the audit report. Financial audit includes: Funds received from government agencies like Social Welfare Departments towards SC, ST, OBC and other minority scholarships are audited. Funding towards Placement Cell, Women Cell, Earn While You Learn, Lab Up-gradation, Material and Supply and Office Expenses (O/E) are audited thereafter utilization certificate is also submitted. The college collects fees from the students under various Heads like Amalgamated Fund, University Fund, Red Cross Fund, Radha Krishnan Fund, Sports Fund, Development Fund, Library Fee, Electricity Charges, NSS/ NCC fee etc. Cash-books and stock registers are maintained for different funds separately. The audit of the student's funds is done by the Local Audit Haryana. The expenditure bills of all the Govt. Grants are submitted to the treasury and the amount is transferred through RTGS/ NEFT to the vendor's bank account.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	Nill
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1. Our orientation programme was organized from 23-07-2018 to 24-07-2018 to aware newly enrolled students. 2. Anti-ragging awareness campaign was organized on 10-08-2018, where Students Created awareness by performing a skit. poster, slogan, and essay writing competitions. 3. Women cell activities Lesson plans were displayed on the notice board and classes were taken according to the timetable. The parent-teacher meeting was organized on 15-02-2019

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

An extension lecture was organized on the topic Yoga for a happy and healthy life, on 21-09-2018, in which the main speaker was Dr. Madan Manav from Haryana Naturopathy Hospital.

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

1. Labs have been restructured. 2. Automation of the college library. 3. Addition of smart class rooms. 4. Upgradation of College Auditorium

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Painting competition	08/08/2018	08/08/2018	08/08/2018	Nill
2018	Talent Search	07/09/2018	07/09/2018	07/09/2018	Nill
2018	slogan writing competition	27/09/2018	27/09/2018	27/09/2018	Nill
2019	youth day	12/01/2019	12/01/2019	12/01/2019	Nill
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An extension lecture on Yoga: Ek Sukhi v Nirogi Jivan Ka Adhar.	21/09/2018	21/09/2018	70	Nill
Rangoli Competition	31/10/2018	31/10/2018	30	Nill
Slogan Writing Competition	31/10/2018	31/10/2018	20	Nill
Poster Making Competition	31/10/2018	31/10/2018	20	Nill
Extension lecture on	09/01/2019	09/01/2019	75	Nill

Women Empowerment				
Workshop on stitching and sewing.	19/01/2019	30/01/2019	45	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. College Teachers take regular EVS classes of Ist year UG students to create environmental awareness. 2. College has the facility of turning bio-degradable waste into compost. 3. College is planning to change all bulbs with CFL for saving energy. 4. College has adopted good practices for the optimum use of water to save it.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NA	NA	Nill
View File							

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Student	10/08/2018	1.Misconduct: Physical, verbal, abusing, harassment any other type of misbehaver by any student in college premises in strictly prohibited.2. It includes harassment abusing on the basis of factor such as cast, religion, gender,

			sex, race, national origin, handicap, color, political or religious believes, sexual orientation, ethnicity and age etc. 3. Attendance 75 attendance of students is compulsory. In case, less than 75 attendance observed by faculty, message will be conveyed to their parents and preventive measures will be taken. 4. Notices displayed on notice board should be regularly read by students. 5 Students are advised to keep the campus neat and clean. 6. The use or distribution of alcohol, drugs or tobacco and smoking in college campus is strictly prohibited. 7. Students should not harm the college property otherwise penalty will be charged. 8. Students should not damage laboratory equipments, instruments, glass wares etc. otherwise, fine will charged to students. 9. Students are not allowed to misbehave with principal, professor, non-teaching staff and other working staff, if in case guilty student found fowl language or behaving rudely will be expelled from the college
Code of Conduct for Teaching Staff	10/08/2018		1. Teacher should be present in the college campus and report the attendance on the biometric machine. 2. Everyone must report for duty on the reopening day and the last working day of each semester 3. Teachers should devote time and energy to improve and develop academic and professional competence. 4. Teachers should participate in and

			attend academic programs such as conferences, seminars, orientation courses, refresher courses, in-service programs, research programs, minor and major projects, etc. 5. Teachers should engage in classes punctually and regularly. 6. Teacher should follow the instructions and lessons given by the HOD and the Principal. 7. The teacher should not remain absent from work without prior permission or grant of leave. 8. Apart from teaching and allied activities, the teacher should organize extracurricular, co-curricular activities. The study, tour, study-oriented campus, major and minor projects, etc. 9. Teacher should maintain a record of supervisory work, self-report, and duty assigned by the HOD and principal. 10. Teachers should help the college authority to maintain, enforce, and improve discipline and good habits among the students. 11. Behaviour of teachers with students and other employees and colleagues shall be modest. 12. Teachers should not avoid any work related to college or university. 13. Teachers are not allowed to do partiality in the internal assessment of students. 14. Teachers should not consume alcohol, tobacco, or drugs in college campus.
	Code of Conduct for Non-teaching Staff	10/08/2018	1. Nonteaching staff should perform all professional activities through proper channels. 2. They should follow all norms and job details

			assigned by the governing body. 3. They should professionally perform his /her role. 4. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean. 5. They should cooperate with authorities of the college or institutes in the fulfillment of goals and missions. 6. They respect colleagues and cooperate with them in activities related to the administrative and academic development of the institute. 7. NonTeaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. 8. They should not be involved in any unethical activities. 9. Absence of duties without prior permission of the authorities is not considerable. 10. They should improve their technical and nontechnical skills related to their jobs. 11. They should support the development of departments, laboratories, and maintenance of equipment and instruments. 12. They should ensure a co-ordial relationship with students, teaching, nonteaching, and other administrative staff for the smooth running of the institution or college. 13. All non-teaching staff shall perform duties efficiently as per the institutional norms

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International yoga day	21/06/2018	21/06/2018	80

Guru Purnima	27/07/2018	27/07/2018	100
Independence day	15/08/2018	15/08/2018	200

[View File](#)

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

Stacking of cement blocks in the campus, Plantation, Swachchh Bharat Abhiyan Rally, Waste disposal, Campus cleanliness, Ban on the use of plastics, Pedestrian friendly pathways, Installation of LED bulbs, and No Vehicle Day.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Clean Environment – Our Resolution. 2. Balancing Mind and Body: A Fusion of Sports and Yoga The objectives of a clean environment are- 1. Provide a healthy environment to the students. 2. Plastic-Free Campus. 3. Waste and maintain a clean campus. Context- Our college campus is serene and picturesque with a few beautiful green gardens, trees and plants, and greenery around. There is a substantial green cover of 3 acres. It supports approx. 400 trees that provide shade and cut the pollution from the surroundings with their green cover. Some of the saplings varieties display an astonishing diversity of trees, with more than 100 species of native and exotic trees growing on the campus. The institution takes great pride in its green cover and takes efforts to preserve them. A team of gardeners takes care of the periodic manuring, and pruning of the trees. An area of 3 acres was designated for greenery on campus. Nearly 100 species of plants were planted with the specific purpose of beautifying the campus. Many plants like Calotropis, Castor Annual, and Perineal Nectar plants like Lantana, Solidago, Wedelia, Alternanthera, Ageratum, Marigold, and Cosmos are planted. The layout of the green space pervades in all directions of the campus. The pathway is designed to have a beautiful sight from the main gate to the sports ground. Students of the Department of Fine Arts have painted the wall along the pathway, adding to the color of the chosen area. Practice- Its primary task with the campuss instructional policies is environment development. Environmental conscious administration, the management, and the students of the college look after the environment carefully. There is a proper process of solid waste management adopted by the college. There are dustbins located on various positions like girls' lawns, corridors, near labs, etc. All students along with teachers are advised to put the waste in dustbins. All academic buildings, labs, and surroundings are cleaned every day and sweepers separate waste and dispose accordingly. The office is advised to work paperless, single side used paper is reused for writing and printing. The college has adopted a proper mechanism to dispose of all E-waste. Also, we have, liquid waste management, borewell/open well recharge, rainwater harvesting, and, maintenance of water bodies/distribution systems on the campus. Green campus initiatives include restricted entry of automobiles, battery-powered vehicles, pedestrian-friendly pathways, a ban on the use of plastic, landscapes with trees and plants, use of LED. Problem Encountered- RGGCW is a quality-conscious college. It provides a clean environment that improves the health and well-being of the students. The college believes that it is important for us to be involved in environmental issues therefore we engage the campus community and take care of the environment and surroundings. The College makes all the necessary efforts to involve the students, faculty, and staff in "Clean, Green, and Eco-Friendly Initiatives" by designating a policy document to run this drive to protect the environment. With its green campus effort, it safeguards its environment and maintains a pollution-free

campus. Evidence of success- • The green campus developed by the college helps not only to save the environment but also adds to the beauty of the campus. • Besides providing sheds to people, the plants are used for scientific studies. College can save a lot of money on electricity bills due above initiatives and is evidenced by past electricity bills. • Water conservation methods employed are helping to maintain gardens and campus green and eco-friendly. • The college has displayed various slogans on environmental awareness on the campus to propagate the green campaign successfully. These slogans encourage students to protect plants and keep the environment eco-friendly. • The use of paper cups and plates is encouraged and the use of plastic bags and plastic tea cups is banned. Plastic-free culture is imbibed. • Less paper communication and correspondence are practiced routinely. It encourages and practices communication through e-mails and social media. • The college has widespread awareness of cleanliness and hygiene among students and employees. • Activities under 'Swatch Bharat Abhiyan' are a key component of all the community work being done by NSS, NCC, and Green Society volunteers of the college. • The events such as poster making and slogan making, essay writing, poetic recitation, and street plays on Swatch Bharat are organized. Balancing Mind and Body: A Fusion of Sports and Yoga DETAILS OF BEST PRACTICES Objectives of the Practice: • To enhance the physical fitness and health of college inmates as well as residents of the surrounding area through an efficient physical fitness plan. • To provide a variety of workouts to promote all areas of life general fitness. • To make dietary recommendations that will support physical and cognitive development. • To encourage physical, psychological, and social welfare • To educate for preserving excellent health. The Context: We are all aware that a healthy body leads to a healthy mind. Health consciousness is crucial in todays world. Only by engaging in physical activity, a man can lead a better and more serene existence. The human body is currently suffering greatly from the emergence of new diseases, whether it be in young children or the elderly. Medicines have become essential to mans existence. What a tragedy that man has the time to maintain technical devices like smartphones, electric cars, and other electric equipment and appliances but no time to care for his priceless body. Yoga, physical activity, and creative endeavors are significantly more important for healthy growth and development in such conditions. A health-conscious man can have a better life in terms of his mind, relationships, emotions, and spirit. The college makes every effort to raise awareness of well-being among the professors, students, and community The Practice: The sports facilities available in the college serve as a platform for the physical and psychological well-being of the students of the campus and the surrounding area. Any person in need can use the facilities, whether they are a member of the public, a member of the faculty or staff, or a student with the prior permission of the authorities. For the staff and students of the college, the physical education department has created various free health and wellness-focused programs. Children and seniors who visit the site are among the community members who use the facilities. The college administration encourages the teaching and non-teaching faculty to play games at the college campus using its sports infrastructure, which is available either in the early hours or in the evening, to lessen the tension among the staff members. The games that teaching and non-teaching faculty enjoy playing the most include carom, chess, badminton, cricket, volleyball, table tennis, and athleticsPractices are carried out with a commitment to maintain excellent health and mind. This fosters a positive relationship between the teachers and helps them feel young and active. This practice fosters a sense of community among the kids and also motivates them mentally. The public is welcomed to use the sports facilities and they do so in great numbers. It is usually utilized in the morning. Our physical education professors are always available to guide. During their free time, students play chess and carom. The college ground is used by the students for running and NCC parade practice. Evidence of

Success: The ultimate relaxation and happiness by reducing work stress is the best evidence of success. The fun and frolic during the play create a strong bonding within the working community and the happiness derived from these activities improves the work efficiency. The practice relaxes the muscles and improves the general health conditions of the participants. It also induces a sportive spirit among the players. It enables the participants to keep their bodies and mind fit and also increases the metabolism Practicing Yoga enables one to keep their mind and body in control. Many faculties undergo yoga training regularly. The staff club makes necessary arrangements for the regular and smooth conduct of yoga classes. This is a great boon for faculty who are unable to spend their family time after working hours. They have expressed their happiness in attending and reaping the benefits of yoga and meditation. Children who visit from the neighborhood enjoy the yoga classes and they try to attend the classes whenever they are scheduled during the holidays. Participants in yoga class feel that they are conscious about their postures while in the workplace and at home. They also feel the flexibility in muscles and agility in their day-to-day activities. Problems Encountered and Resources Required: At present the resources are adequate for the number of takers/participants. In case of an increase in takers, the college is ready to support with more facilities. Problems regarding employee participation are the inability of many staff to participate in the exercises due to their family commitments and working hours cannot be relaxed much for the same. Even though there is a coach, due to irregular attendance and practices, a professional coach cannot be made available on all days.

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

http://gcwbhiwani.ac.in/images/12/MultipleFiles/File16119.pdf

7.3 – Institutional Distinctiveness

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

The College has provided tremendous thrust and priority to its Program of Diversity Inclusion and Integration – an area distinctive to the Vision of the College. The Vision of the College is to educate, enable and empower young women that form a significant section of the student community in the College. Higher education is essential for students and their holistic growth. Colleges and universities offer an appropriate setting for overall development. Our college makes an effort to offer all the amenities that are beneficial for students. Student Welfare is the institutional peculiarity. The college has a very rich socio-cultural calendar of occasions that are periodically organized for their benefit. The institution organizes activities for personality development, such as educational activities (quizzes, debates, declamation), cultural activities (dance, song, drama, poem, etc.), and celebrations of Diwali and Holi. These activities improve social cohesion and communal harmony among students and make them aware of our cultural and traditional values. Extension lectures on various social issues for moral development are being organized every year. Events like Yaad Karo Kurbani, Shahido ko Naman, Republic Day, Independence Day, Run for Unity, etc. are organized for the sake of national integrity. These various activities are the key to the development of students. The institution also plans an annual function where outstanding students get awards in academics, sports, and, co-curriculum activities.

Provide the weblink of the institution

http://gcwbhiwani.ac.in/images/12/MultipleFiles/File16118.pdf

8.Future Plans of Actions for Next Academic Year

• Maintenance of complete cleanliness as a best practice of the college • Formation of new committee for academic and other college works. • Encourage students to participate in in NCC, NSS, Sports and other social activities in the college. • Compile with the directions of directorate and upload the teacher wise lesson plans on the college website and display the same on the notice board. • Collective efforts all should be made for NAAC assessment and accreditation. Appraise the need objective and significance of the teacher mentor and students relationship and efforts should be made to make the program effective by group formation process and provision of teacher mentor to the students. • Formation of the college plan and organise the teaching learning and evaluation process on the basis of academic calendar. • Development of teacher-ward tutorial system to enable the slow learners to reach excellence. • Encourage students to take part in different curricular and co-curricular activities of the college. • Promote proctors from the advanced students of the class to help other students to learn. • Encourage faculty members to pursue higher qualification and publish the research papers in reputed journals. • Installation of additional H.D. CCTV Cameras with DVRs in various locations for overall security of the college. • Submission of the data of all India survey of higher education. • Prepare the annual report for the upcoming session. • Collect feedback from outgoing students and share it among the faculty members to improve the teaching learning process. • Collect suggestions from teaching members of the college regarding implementation of college academic calendar and existing syllabus. • Online admission process to ensure transparency in the admission process. • Organise orientation/ induction program for new students to make them aware of different curricular and co-curricular activities of the college. • Adopt innovative process in in teaching learning through use of ICT to make teaching learning more learning centric. • Maintain the record of placement of students and special placement camp should be organised for the placement of students. • Implement and adopt digital learning to orient and adapt the students with the state of the art learning methods. • Installation of equipment and devices to make the college Wi-Fi campus and make functional. • Up gradation of computer Labs and updation of computer instructors and lab attendant by providing the training of advanced courses in computer learning. • Environmental awareness program by participating in Swachh Bharat Abhiyan. • Inter class competition / seminar. • Extension programme in rural areas through NSS and other social clubs of the college. • Regular communication and follow up of the absentee students to the parents through sms. • Organise orientation/ induction program for new students to make them aware of different curricular and co-curricular activities of the college. • Provision of career advancement for faculty members and develop program for support staff • Augmentation of 10 smart classrooms in the college equipped with all the latest teaching learning AIDS.