Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE ATELI**
Name of the head of the Institution	**R.D. Kaushik**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01282276590**
Mobile no.	**9671346810**
Registered Email	**gcateli2008@gmail.com**
Alternate Email	**iqacgcateli@gmail.com**
Address	**Rewari Narnaul Road Ateli Mandi**
City/Town	**Ateli**
State/UT	**Haryana**
Pincode	**123034**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Rajesh Kumar Saini**
Phone no/Alternate Phone no.	**01282276590**
Mobile no.	**9466825771**
Registered Email	**iqacgcateli@gmail.com**
Alternate Email	**gcateli2008@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcateli.ac.in/images/91/MultipleFiles/File15146.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gcateli.ac.in/images/91/MultipleFiles/File15147.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**C++**	**66.35**	**2003**	**21-Mar-2003**	**20-Mar-2008**
2	**A**	**3.03**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC	**12-Jul-2010**

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
Meeting of IQAC	**12-Aug-2016** **01**	**10**

Meeting of IQAC	24-Nov-2016 01	10
Meeting of IQAC	16-Mar-2017 01	10
Feedback Form From Students	13-Feb-2017 07	92
Feedback form other Stakeholder (Alumni, Parents)	13-Feb-2017 07	55
National Seminar on Paradigm Shift in Goods Service Tax - Implication & Challenges	18-Feb-2017 01	300

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. College Ateli	Scholarship (Stipend) for SC students	DGHE	2016 365	7448000
Govt. College Ateli	UG girls stipend Scheme	DGHE	2016 365	69000
Govt. College Ateli	State Maritorious Insentive Scheme	DGHE	2016 365	90000
Govt. College Ateli	Post Matric Scholarship for BC Students	DGHE	2016 365	193580
Govt. College Ateli	Library Grant	DGHE	2016 365	148967
Govt. College Ateli	Sports Fund	DGHE	2016 365	49661
Govt. College Ateli	Automation of labs + Science Exhibition	DGHE	2016 365	145658
Govt. College Ateli	earn while you learn	DGHE	2016 365	99000
Govt. College Ateli	WSDC	DGHE	2016 365	23408
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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 :	**3**
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)

National Seminar on Paradigm Shift in Goods Service Tax Implication Challenges on 18th Feb, 2017 organized by department of commerce.

Grants were utilized for upgradation of Lab

Emphasis were laid on using ICT and participative method of teaching

Student/Alumni feedback system adopted by the college

To encourage faculty members to undertake more & more research work

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

Plan of Action	Achivements/Outcomes
Interaction with alumni	**IQAC always remained in touch with the alumni of the College, took its feedback and tried to implement their valuable suggestion in its policy matters. IQAC organized a meet with alumni of the College on 21.01.2017**
Feedback from all stakeholder	**IQAC arranged feedback from all the stakeholders i.e. students, parents and alumni and analyzed it and implemented it in the policy matters of the College. An induction programme for**

	students was organized to improve attendance of students and discipline. An Orientation program for the new students of the College was held at the onset of the session.
Planning Academic calendar and implementation	All the Heads of the Dept. prepared academic calendars specifying their academic and extension activities and strictly adhered to it. Thus helping in imparting quality education to the students.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC GC ATELI	12-Aug-2016

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	2017
Date of Submission	11-Dec-2017
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)	A Management Information System module is operational under the aegis of Department of Higher Education, Haryana. The MIS keeps a continuous supply of information from the DGHE. It incorporates decision support system, virtual office knowledge base system for the entire organization. MIS is used for primary identification of problems and possible solutions. It helps the college and the Department to pinpoint the location of problems and causes. It provides an organizational data of the Regular contractual employees. It helps the college for coordination, control, analysis and visualization of information. It also provides the data of planning, designing, developing and evaluating

the information system. It helps to process and to interpret massive amount of data from multiple sources and generate procured information regarding teacher's day to day lectures, weekly reports, Verification of employees, transfer/deputation report, leave data, NOC for various domain, workload Assessment report, faculty position teaching and nonteaching online DPR classes report.

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

Course Curriculum is developed by the affiliating University, recommended by the board of studies and approved by academic council. Once it is developed, it is sent to affiliated colleges for proper implementation. Since the faculty of the college consists of senior teachers, they play a key role in developing the curriculum by being the members of board of studies of university. IQAC of the college has developed a good mechanism for well planned curriculum delivery and its documentation. IQAC has framed various strategies to enhance quality education leading to academic excellence. IQAC sees that all the departments make their academic calendars/ Lesson Plan specifying their academic and extension activities and adhere to it. More and more use of ICT, participative and interactive method of teaching is focused and implemented by arranging field tours, using PPTs, LCD Projectors, forming of mentor- mentee groups, doubt clearing classes, Assignment, Class Test for the weak and the advanced students. Enrichment of curriculum is specially emphasized by arranging extension lectures by experts, workshops, seminars, group discussion, quizzes etc., so that the students may grasp the contents of the curriculum extensively as well as intensively. Not only the faculty makes use of ICT, but the students are also made to use PPTs and give seminars and assignments exhibiting the full understanding of the contents of the curriculum. IQAC feels that the evaluation of the students is must to apprise them of their weaknesses and scope of improvement. Class tests, assignments, projects, paper presentations, PPTs are taken from the students and marks of internal assessment are awarded on the performance of the students in the class. IQAC of the college is committed to zero tolerance towards copying to ensure quality education. Sometimes it leads to low pass percentage also, but IQAC insists on quality product. IQAC feels that proper documentation of curriculum planning is necessary. It ensures that all the departments keep a proper record of the academic and extension activities , departments' meetings etc.

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
Nill	**NA**	**Nill**
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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**
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**Socio Economic serevey**	**180**
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The strength of any organization lies in its feedback system IQAC of the college feels that strong feedback system and students satisfaction surveys are very essential for the growth of the institution and healthy environment for quality education to the satisfaction of the all the stake holders. IQAC of the college has developed a strong feedback system of its own. Complaint and suggestion boxes have been installed at all the strategic points in the institution. It organizes feedback from students, parents, alumni, employers, teachers and other guests and dignitaries visiting our institutions time to time. Random feedback from the students is carried out towards the end of the session on curriculum regarding infrastructure available in the college, teaching method of the teachers and their performance. Random student's satisfaction surveys are also made once in the odd semester and once in the even semester. Meetings with the parents of the students and the community are

also held. Grievances Redressal Cell, Anti Ragging Cell, Prevention of Sexual Harassment Cells etc. have been created to redress the grievances of the students and to provide healthy, free and secure environment to all the students, so necessary for quality education and their holistic development. Grievances Redressal Cell of the college takes care of the grievances and the feedback system of the college. Applications and the complaints received in complaint and suggestion boxes and direct to the principal are scrutinized and analyzed by the cell and are taken up with the concerned authorities, teachers, departments, cells etc. for their redressal and complainant students are informed about action taken. Feedback received from students satisfaction surveys, parents, alumni, teachers, employers etc. is also analyzed and utilized and the valuable suggestions of them are given due considerations, discussed in the meeting with the managing body and incorporated in the plans and the policies of the college.

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	Pass Course	640	1480	477
BCA	Nill	60	86	43
BCom	Nill	80	124	43
BSc	N.M.	160	307	152
MA	English	40	98	32
MA	Sanskrit	60	72	56
MCom	Nill	60	152	58
MSc	Computer Science	60	192	59
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1756	376	20	11	31

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
31	19	Nill	3	Nill	Nill
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

IQAC of the college lays special emphasis on effective mentoring system in the college keeping in mind the diversity of the learners coming from different social economic and educational background. The faculty of the college has been made to use interactive method of teaching by using PPTs, ICT, E-Resources, organizing field tours and by giving field projects to the students. Faculty of the college encourages participative learning by organizing group discussion, seminars, workshops , open discussions and by giving assignments to them. Doubt clearing classes both for the weak and the advanced students are arranged so that neither of them suffer and may get maximum benefit from the teacher. Tutorial groups, mentor – mentee classes are an important feature of the mentoring system of the college. These have been formed to overcome learning barriers of the students and to establish personal contacts between the teacher and the taught, so necessary for imparting quality education and to create a sense of belongingness in the college. Mentoring system adopted in the college emphasizes not only on imparting subject skills, but also on other life skills and making them responsible citizens realizing their social, institutional and national responsibilities. All the departments and various cells organized a large no. of activities to groom their personality and to prepare them to face any challenges in life. Value added courses have been introduced to provide life skills to the students. IQAC of the college feels that the mentoring system will be more effective and the faculty will be able to impart its best only when it is updated in its knowledge. That is why, it makes sure that the faculty attends more and more seminars, workshops, in service training, use ICT e Resources undertake research work.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2132	**31**	**1:69**

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
55	**31**	**24**	**3**	**11**

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**
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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
BSc	**Nill**	**6**	**10/05/2017**	**08/06/2017**
BA	**Nill**	**6**	**11/05/2016**	**09/06/2017**
BCA	**Nill**	**6**	**08/05/2017**	**07/06/2017**
MSc	**Computer Science**	**4**	**04/05/2017**	**09/06/2017**
MA	**English**	**4**	**04/05/2017**	**13/06/2017**

MA	Sanskrit	4	04/05/2017	13/06/2017
MCom	Nill	4	10/05/2017	13/06/2017
BCom	Nill	6	08/05/2017	08/06/2017

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

IQAC of the college has adopted various teaching, learning and evaluation strategies to ensure imparting of quality education to the satisfaction of all the stakeholders. IQAC lays special emphasis on internal evaluation system to motivate the students to perform better. It has instructed its faculty to conduct class tests, give assignments, projects, PPTs etc. Scheduled class tests, Assignments are given once in a semester on the basis of which internal marks are awarded. In addition to this quizzes, paper reading contests, group discussions etc. are also organised to evaluate the students and help them enhance their subject skills, analytical skills and digital skills. Internal evaluation system adopted in the college help the students prepare for external evaluation system developed by the affiliating University and for the test of life to meet any challenge and to prove themselves as asset of the nation.

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

IQAC of the college feels that proper planning and strategy is necessary to work and meet the required targets and goals set. Academic calendar is prepared at the beginning of the session specifying all the academic and extension activities i.e. admission, examination, class tests, students satisfaction surveys, feedback sessions, vacation etc. After preparing the academic calendar of the college IQAC ensures that all the departments, cells, clubs etc. also prepare their academic calendars specifying their activities. Once the academic calendar is prepared, IQAC ensures that it is implemented properly. It also instructs the various departments to conduct some particular activities as per the feedback received from various stake holders. The departments are instructed to keep a proper record of the activities undertaken by them and to prepare and submit report to IQAC towards the close of the session.

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)

[NA](NA)

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
Nill	BCA	Nill	35	15	42.85
Nill	BCom	Nill	102	71	69.60
Nill	BSc	N.M.	205	105	51.21
Nill	BA	Nill	473	237	50.10
Nill	MA	English	26	1	3.84
Nill	MA	Sanskrit	54	12	12.12
Nill	MCom	Nill	58	54	93.10

Nill	MSc	Computer Science	47	24	51.06

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2.7 – Student Satisfaction Survey

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

http://gcateli.ac.in/images/91/MultipleFiles/File15230.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Paradigm Shift in Goods Service Tax: Implication and Challenges	Commerce	18/02/2017

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	Nill	Nill	Nill	Nill

No file uploaded.

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
NIL	Nill	Nill	Nill	Nill	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
NA	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)

Nill	NA	0	0

No file uploaded.

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
NA	Nill

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	Nill	Nill	Nill	Nill	Nill

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	Nill	Nill	Nill	Nill	Nill

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

Number of Faculty	International	National	State	Local
Presented papers	3	29	Nill	1
Attended/Seminars/Workshops	Nill	3	Nill	Nill

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
TSC-1 (Thal Sena Camp)	NCC 16 Haryana BN NCC Narnaul at Dhadoli	1	10
TSC 2	1ST HR BN Rohtak	1	1
TSC-3 PRE RDC	Ropar	1	1
TSC -4 PRE RDC	Ropar	1	1
Three -One day camp	NSS UNIT 1, 2 3 of GC Ateli	3	300
7 Day special	NSS UNIT1, 2 3 of	3	150

camp	GC Ateli		
Blood donation camp	YRC	1	52

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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	Nill	Nill	Nill

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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
National T.B. Eradication Programme	Red Ribbion Club GC Ateli	Quiz Contest	1	15
National T.B. Eradication Programme	Red Ribbion Club GC Ateli	Slogan Writing	1	19

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	Nill	Nill	Nill

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	Nill	Nill	Nill	Nill	Nill

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	Nill	Nill

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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
549128	549128

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Nill

No file uploaded.

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 2.0	Fully	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13419	3643299	0	0	13419	3643299
Reference Books	6657	2109560	0	0	6657	2109560
Journals	492	125908	0	0	492	125908

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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
NIL	Nill	Nill	Nill

No file uploaded.

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/	Others

								GBPS)	
Existin g	100	3	1	0	0	1	12	5	0
Added	0	0	0	0	0	0	0	0	0
Total	100	3	1	0	0	1	12	5	0

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

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL0	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
0	Nill	0	Nill

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)

Physical facilities: The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. Construction of auditorium is on the verge of completion. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Laboratory: There are many laboratories in the College like Chemistry, Physics, Computer, and English Language. The computer laboratory offers proficiency programmes in information technology. Library: The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. The library is under CCTV surveillance. It also has AC in the reading rooms and working area with power backup facilities. Sports complex (indoor and outdoor): The College has a standard ground including volley ball and basket ball courts where outdoors sports activities are held. The college also has an indoor stadium for badminton, table tennis etc. The sports committee of the College is in-charge of the sports complex and equipments. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works. Computers: The College information and communication technology committee (ICTC) is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers. Classrooms: Some classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class

representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc in the classroom are done regularly. Canteen: A student friendly canteen is run by the Alumni Association of the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

http://gcateli.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=peFtsatR8x4=

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NA	Nill	Nill	Nill
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
Nill	NA	Nill	Nill	Nill	Nill
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	Nill	Nill

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
NIL	Nill	Nill	Nill	Nill	Nill

		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
Nill	0	Nill	Nill	Nill	Nill

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	4

No file uploaded.

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

Activity	Level	Number of Participants
INDEPENDENCE DAY CELEBRATION	COLLEGE	25
Rastriya Ekta Diwas celebration	College	51
Commerce Quiz	inter college	60
Geofest	inter college	52

No file uploaded.

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
Nill	NA	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

IQAC promotes participative practices and ensures the involvement of the students and other stakeholders in various academic and administrative committees to keep up the motto of providing quality education to the satisfaction of all the stake holders. The opinion of the students was taken on all the important decisions regarding students and proper place was given to it in decisions taken. They had been made members of various committees constituted for the welfare of the students. This helped in better administration and grievances implementation because the decisions were taken With the consent of the students' council members. The students were also given representations in various academic and administrative committees formed at college level or department level. Not only the students were given representation, but they are also given the responsibility to organize and coordinate various functions and programs. Involvement of the students in various committees brings positive results also. It develops in them team

spirits, social responsibility, administrative skills, confidence and of course holistic development. They get a better chance to come in contact with the community and understand its problems. Not only the students, but other stake holders are also involved in various activities. Their opinion and suggestions are sought and implemented in policies and plans of the college.

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 :

0

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)

IQAC feels that the practices of decentralization and participative management are must for the smooth and successful functioning of any institution. The principal of the college has decentralized his powers by forming various administrative and academic committees of various faculty members keeping in mind their skills and interests. Each committee is headed by a senior faculty member. Advisory committee of senior faculty members of teaching and non teaching staff and other stake holders has been constituted to advice and to help the principal in taking various decisions. The important decision taken by it are got approved by the management. IQAC consisting of all the stakeholders as per the guidelines of NAAC has been constituted for ensuring internal quality and quality education to the satisfaction of all. The Principal is overall head of these committees and cells and keeps on calling their meetings and monitors their functioning in the interest of the students and the institution. Dy. Supdt. and his staff is there to look after the administrative work and correspondence with the university and the Govt. of Haryana. The involvement of teaching, non teaching faculty and the management in the administration of the college to the satisfaction of all is one good practice of decentralization and participative management being followed in the college. Another such good practice being followed in the college is involvement of the students, alumni, representatives of local bodies, community members, parents and other stakeholders in the formulation of plans and policies to be implemented in the college. Students have been given due representations in all the committees concerning them. Representatives from community, industry, alumni, parents etc. have been included in IQAC responsible for assuring for internal quality. Feed back and suggestions are taken from dignitaries and other experts in various fields coming into our college. Regular feedback from the students, parents, teachers, management and alumni is taken so-that their opinion and suggestions might be considered and included while forming the plans and policies for the administration of the institution.

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

No

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
Library, ICT and Physical Infrastructure / Instrumentation	The college has a well stocked computerized library with e books and e journals facilities. The college promotes ICT based ICT based teaching learning and has created three ICT enabled classrooms to better teaching learning process. The college has two computer labs, internet connection in all the departments, availability of Network Resource Centre for free internet usage for the students and the faculty, computerized administrative block and a language lab with 174 computers in total. The college has 35 spacious well furnished class rooms, 13 well equipped laboratories, Botanical garden, Zoology museum, Auditorium, Seminar Hall, Stadium, Gymnasium with indoor games facilities, 125KV Gen set for round the clock power supply, hundred percent RO purified water, water coolers for providing cold water during summer season, Separate canteen for boys and girls, girls common room, stationary shop, post office, a bank, lush green lawns and eco friendly environment.
Human Resource Management	The principal ensures the proper management of Human resource and promotes a culture of participative management in which every faculty member, teaching and non teaching and the students of all level are encouraged to contribute their ideas and view points to achieve the institution's mission and objectives. The principal has the potential map of the faculty and is able to identify their individual strength and areas of interest. He assigns them duties accordingly to ensure the smooth and successful working of the institution. He also sees that the welfare schemes meant for faculty members are properly implemented and their interests are not ignored.
Industry Interaction / Collaboration	The students are taken to industries and corporate houses to acquaint them with the practical functioning of industries and business world so that they may be geared up to face coming

		challenges. More over expert from industry and corporate world are invited to enlighten the students on various aspects of curriculum. Workshops on entrepreneurship, managerial skills, skill development, financial literacy, labour laws, Human resource etc. are held to apprise the students with industry and corporate culture.
	Admission of Students	Admissions of the students are made as per as guidelines issued by the affiliating university and DGHE Govt. Of Haryana. Applicants apply online direct on the portal of DGHE Haryana as per schedule. Merit list is prepared there complying to the reservation policy of the Govt. Of Haryana and is sent to the college for making admissions. Complete transparency is observed in the admissions of the students.
	Curriculum Development	As the college is affiliated to MDU Rohtak, the curriculum is designed and prepared by the University through the decision of the board of studies to which some of our senior faculty are members and is approved by the academic council of the university. Once the curriculum is decided and provided to the college, IQAC ensures its enrichment and effective implementation. It holds meeting with advisory committee and heads of the departments and asks them to prepare their academic calendar specifying their academic and extension activities. Workshops, seminars, extension lectures, group discussions, quizzes, field tours etc. are organised to make it rich and fruitful. Timely completion of syllabi and proper evaluation system both internal and external is given top priority.
	Teaching and Learning	The college has framed various stratiges to enhance quality improvement leading to effective teaching learning process. The college has well experienced and research oriented faculty which remains committed to providing quality education. Use of ICT and interactive method of teaching has been promoted through field study tours, group discussions, quizzes, workshops, seminars etc. Extension lectures by academic experts are offered. The

	tutorial group system helps the students to overcome learning barriers. Doubt clearing classes are held both for the weak and the advanced students. ICT enabled classrooms and students' and teacher's access to internet enhances IT skills leading to better teaching learning process. Language lab has been established to improve the communication skills of the students. The library of the college is fully computerized and is well stocked with a large number of books, e-books and e-journals etc.
Examination and Evaluation	Examination and Evaluation system is the key factor in teaching learning process and is must for further improvement. The final evaluation is done by the affiliating university by conducting semester and examination. The results are declared on the basis of which promotion to the next class is made, however, the college has developed its own students centric continuous internal evaluation system to check the students and to inform them about the scope of improvement. Regular tests, assignments, projects, seminars, group discussion etc. are held on the basis of which students are evaluated and internal assessment awarded.
Research and Development	Every effort is made to encourage and motivate the teachers to take research work and help in fostering a culture of research among its faculty members. The research committee is involved in synchronizing and facilitating research activities carried out by the faculty. They are provided relevant information and updates on the availability of funds and resources. Well stocked computerized library with e books and e journals facility, internet connection in all the departments, availability of Network Resource Centre, Liberal leave scheme etc. are some of the facilities provided to create and develop research activities. As a result of it almost 80 of the faculty is involved in active research activities. Students of PG classes are also engaged in research activities and are provided lectures on research methodology.

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

E-governace area	Details

Planning and Development	Every effort is made for effective implementation of planning and development in the college through e governance so-that the objective of imparting quality education may be met. The planning regarding effective implementation of the curriculum, organization of academic and extension activities, examinations etc. is made at the beginning of the session by preparing academic calendars and timetables. All this is uploaded on the college website. In addition to this important notices and advertisements are also uploaded on the college website so-that all concerned may get necessary information leading to good governance.
Administration	Implementation of e – governance is also ensured in the matters of administration leading to transparency. All the correspondence with the Govt. Of Haryana and the affiliating University is made online. Aadhar enabled biometric attendance system has been implemented to ensure punctuality. All the important circulars, guidelines and letters received from the govt. And the university are also made available on the college website.
Finance and Accounts	Complete transparency has been maintained through implementation of e governance in maintaining finance and accounts of the college. All the accounts of the college are maintained through computerised licensed software. All the reports, cashbook, ledger etc. are generated / maintained through the software.
Student Admission and Support	Admissions to the students are made online through admission web portal of the department of Higher Education, Govt . of Haryana. Students apply online on the web portal as per schedule issued by the Govt. , Merit list is generated complying the reservation policy by the Department of Higher Education and is sent to the college for giving admission. The college makes admission of the students after verification of their documents. Fee is received both online and offline. The college also sees that the students don't have to face any difficulty in applying online and in making choice of streams and optional subjects and provides them all support.

	Help desks and counselling centers headed by the faculty of the college is there to help the students. The students are given the facility of applying online in the computer center of the college or through cyber cafes on nominal rates authorised by the college.
Examination	Examination forms and internal part of teaching learning process and application of e governance in matters of examination ensures errorless, smooth and quick functioning of the system. Examination forms of the students are submitted to the university online. Roll no. to the students are issued and generated on college portal provided by the university. Results of the students are also uploaded by the university on the portal from where the students can download there results. Any other related information like releasing of date sheet, schedule of examinations or any correspondence regarding is made online.

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
Nill	NIL	Nill	Nill	Nill
No file uploaded.				

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)
Nill	NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

Refresher Course	2	12/09/2016	01/10/2016	21
Refresher Course	1	16/05/2017	07/06/2017	21
Refresher Course	1	24/11/2016	14/12/2016	21
Orientation Programme	1	15/11/2016	12/12/2016	28
Orientation Programme	1	17/11/2016	14/12/2016	28
One week training for NSS Officers	1	22/12/2016	28/12/2016	5
One Week Training	2	16/01/2017	20/01/2017	5
Refresher Course	1	30/05/2017	19/06/2017	21
Short Term	2	03/10/2016	09/10/2016	7
Induction programme	1	12/06/2017	17/06/2017	5
No file uploaded.				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NA	Nill	Nill

6.4 – Financial Management and Resource Mobilization

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

The details of all the income and expenditure and funds received from the Govt. and other agencies are maintained in various accounts being operated in the college. All the transactions are made direct in the bank account of the beneficiary. Both the internal and external audits are conducted regularly. Internal audit is conducted by CA appointed from the panel approved by the University. External audit is conducted by auditors and S.O. appointed by the office of DGHE, Haryana.

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
NA	Nill	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	Yes	Principal and Management
Administrative	No	Nill	Yes	Principal and Management

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

NA

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

As par DGHE Haryana

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

1. Feedback Performa are given to students of different classes in order to give their feedback about the performance of teachers. There is a suggestion box and the students drop their suggestions into it. The college tries to implement according to the suggestions and feedback by the students. 2. A number of class-rooms are already built, a few are under construction and a number of class-rooms are proposed to be built 3.The teachers of the college often participate in National and International Seminars Conferences/Symposia Many teachers published their research papers in National and International Journals. 4.Doctor visits regularly in the college for Medical Check-up of the students under Red Cross and Women Cell. 5. English Language Laboratory is already setup in the college so as to make the students proficient in communication.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Nill
b)Participation in NIRF	Nill
c)ISO certification	Nill
d)NBA or any other quality audit	Nill

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
Nill	NA	Nill	Nill	Nill	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

NA	Nill	Nill	Nill	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
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	Yes	0

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
2016	Nill	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
No file uploaded.			

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

1. More than 75 percent campus area is green. Two gardeners(Mali) are appointed for caring of plants. 2. Mostly Students and teachers uses public transport. 3. Notes and other study materials are shared in digital form for saving papers and hence trees. 4. every year on environment day trees and plants are planted by students and teachers in college campus and outside campus. 5. No noise pollution is created by college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Proper feed back system and Random students' satisfaction surveys are conducted ensuring imparting of quality education and encouraging participating management in the governance of the college to the satisfaction of all the stakeholders. 2. A large no. of extension activities along with imparting of effective teaching and learning has helped in overall growth of the personality of the students and in realising their institutional social responsibility making them better human resource. 3. The institutes eco- friendly and green Campus served as the source of inspiration to protect the existing environment. Green campus brings about positive changes in the students increases the overall health of the students. Students learnt about sustainable development that follows the tactics in their premises. The college is lying to raise awareness about global warming. Hence with green and ecofriendly campus the

col
college connects the information into active action.

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

Implementation of effective teaching learning evaluation and organisation of large number of extension activities ensuring the overall growth of the students realizing their institutional social responsibility is a distinctive feature of this college. The college has developed various strategies to enhance quality development leading to academic excellence because it feels that it is the primary duty of every HEI to see that teaching learning process is properly implemented. In-charges of all the departments, clubs, cells, units etc. are instructed to prepare their academic calanders specifying their academic and extension activities and to adhere to it strictly. More and more use of ICT and interactive method of teaching is stressed and implemented by arranging field tours, using PPTs in ICT enabled class rooms, forming of mentor mentee groups, doubt clearing classes both for the weak and advanced students. Enrichment of curriculum is specially emphasised by arranging extension lectures by experts, workshops, seminars, group discussions, quizzes etc. so that the students may grasp the contents of the curriculum extensively as well as intensively. Not only the faculty is made to use ICT, but the students are also made to present PPTs and assignments exhibiting their full understanding of the topics taught. The college emphasis not only on the subject skills but also on digital, analytical and communication skills through various workshops, programs and language lab. The college feels that the evaluation of the students is must to apprise them of their weaknesses and scope for improvement. Class tests, assignments, projects , seminars etc. are given to the students regularly on the basis of which marks of internal assessment are awarded. The college is committed to zero tolerance towards copying in examinations to ensure quality education and filtering of non serious students. Some times it results in low pass percentage also, but the college insists more on quality product than quantity product. The college is a known name in this field in the whole university and surrounding areas. The college is committed to the overall growth of the students and want them to prove themselves as valuable assets of the nation. To ensure all this, a large no. of extension activities on Gender Equity and sensitization, universal ethics and values, awareness of environment and conservation of water and energy, moral and social values, commitment to community, personality development, information exposure etc. are organised.

Provide the weblink of the institution

http://gcateli.ac.in/Home

8.Future Plans of Actions for Next Academic Year

1. Formation of Mentor-Mentee groups for the betterment of students. 2. All the departments were encouraged to organized seminar, workshop for PG courses and to prepare curriculum for value added courses. 3.Developing of ICT enabled classrooms/ Lab to improve teaching-learning. 4. Value based education may be given more attention. Yoga and Meditation classes may be introduce 5. WSDC/NCC/NSS units of the college are advised to organize more activities for the benefit of students 6. Regular Medical Checkup and look after is necessary for the students as many of them come from lower middle-class families. 7. To encouraged faculty members to undertake more and more research work. 8. The building support is inadequate some classes are held in open ground. There is a

need of at least a block of 12 classrooms.