Yearly Status Report - 2014-2015

Part A	

Data of the Institution

1. Name of the Institution	GOVERNMENT COLLEGE BHIWANI
Name of the head of the Institution	SH. GIANINDER SINGH
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01664242418
Mobile no.	9416185869
Registered Email	gcbhiwani@gmail.com
Alternate Email	gcbhiwaniprincipal@gmail.com
Address	HANSI ROAD BHIWANI
City/Town	BHIWANI
State/UT	Haryana
Pincode	127021

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. MANJU SHARMA**
Phone no/Alternate Phone no.	**01664242418**
Mobile no.	**9416211237**
Registered Email	**gcbhiwaniprincipal@gmail.com**
Alternate Email	**gcbhiwani@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gcbhiwani.com/22016.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gcbhiwani.com/Academic%20Calendar/Academic%20Calendar%202014-15.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.75**	**2003**	**02-May-2003**	**01-May-2008**

6. Date of Establishment of IQAC	**05-Jul-2014**

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
No Data Entered/Not Applicable!!!		
View File		

8. Provide the list of Special Status conferred 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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

View 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
No Data Entered/Not Applicable!!!	
View 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	**2015**
Date of Submission	**25-Apr-2015**
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 Department of Higher Education, Govt. of Haryana complies follows the Management Information System developed at 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 the records of all students and employees are safe at all times. The colleges have access for updation of information through login ID and its 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 Report. • Day Wise Fund Collection 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

Curriculum is planned and designed by the affiliating university and is

followed and implemented by the college following the guidelines issued by the affiliating university. Some senior Associate Professors of the college in the capacity of members of B.O.S. participate and impart useful suggestions related to curriculum planning and designing in the meetings of B.O.S. of their departments. In the departmental meetings, the members of the department are apprised of any changes in curriculum every year. College provides a well designed schedule/ timetable for semester/annual U.G. and P.G. classes. Teachers deliver lectures in accordance with the allotted syllabus. Classes are held according to the schedule under the supervision of college administration. A fully automated central library with separate boys and girls reading rooms, benefits the students and offers the students perfect atmosphere of peaceful reading by subscribing to a large no. of newspapers, magazines and journals (Science, Arts and Commerce). In various classrooms/ lecture theatres teaching methods such as Chalk and Black Board method, scientific models, charts, maps etc. are used by teachers for effective delivery of curriculum. Group discussions on assigned topics and paper presentations by the students are employed for proper delivery of curriculum. Proper and adequate infrastructure facility is given to the students for their practical classes. Educational excursions are carried by departments and Trips and Tour Committee of the college. Experts are invited for delivering lectures for advance studies, Regular class tests and project assignments are given to the students for their regular assessment in each semester. Viva-voce are done to keep the students on improvement. Tutorial classes are conducted based on requirement. College administration keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvement of different methods of effective curriculum delivery.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View 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
No Data Entered/Not Applicable !!!		

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

View File

1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

View File

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

Feedback from Students: The undergraduate and postgraduate students are regularly evaluated through regular class tests, quiz contests and extempore lectures. The students are awarded internal examination marks after due analysis of their performance in class tests, allocated assignments and attendance. The students are graded on the basis of their performance. In our college there is a mechanism of tutorial classes which are held wherein the teacher incharges take feedback from the students regarding the teaching learning environment in the college besides redressing the grievances of the student. All the students are counselled by the Teacher Incharges and the feedback on curriculum and on course content along with the feedback on available facilities to the taught is reported by the teachers to the Principal who in consultation with the members of college council devise appropriate solution for possible improvements in educational environment in the campus. Feedback from Teachers: Feedback from the college teachers is collected every year through staff meetings held periodically. The teachers who are lacking in application are informed to improve their teaching and those who are extraordinary performers are appreciated in staff meetings. Feedback on enhancing curriculum, academic discipline and teaching learning process is collected from teachers and the same is analysed by the college administration and the same is forwarded to the concerned authorities for further improvement. Feedback from Employers: Employers are requested to conduct campus interviews by the placement and career guidance cell of the college. Besides this our students also participate in job fairs organised in other college and the resultant performance of the participants is analysed by the college administration and necessary steps are taken at the college level to cater to the needs of the stake holders. Feedback from Alumni: The alumni are the brand ambassadors of any institution our college maintains healthy association with the alumni. A formal exit feedback is collected by the teachers at the end of completion of course at the institution for analysis of positive practices at the institutional level and scope for further improvement . The former students who are excelled in various fields invited in the college during organisation of functions and the feedback they share is analysed at the institutional level. Feedback from Parents: Feedback from parents is collected through occasional meeting with them as and when the parents approach the campus to

inquire about the performance of their wards. Parents being important stake holders, their feedback on quality of teaching, discipline, sports facilities, lab facilities, examination system, student activities such as transport, library, internet/wifi facilities and performance of students are centrally analysed by the college administration for future improvement.

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
No Data Entered/Not Applicable !!!				
View File				

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
2014	4897	394	130	0	20

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
130	55	4	2	0	4

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

A conventional, noninstitutional and informal mentor mentee system is prevalent in the college to guide and mentor the students. The basic purpose of this system is to provide guidance to the students on academic issues and foster a close and constructive relationship between the teachers and the taught. The main objective of mentor mentee, which was maintained through tutorial, groups, is to discuss subject related as also student related issues. The issues related to their personality development and career opportunities are also taken into consideration. Through such informal mentor mentee system, the students can have a better understanding of their curriculum with the help of teachers and it also the students in solving problems and, if necessary, refer them to an appropriate authority or person. All the students are encouraged to meet their class teachers/mentors, on regular basis to discuss their learning progress including academic problems. Every regular teacher have been entrusted the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if needed. At the beginning of the academic session an orientation programme is conducted by the college to make the students well acquainted with the institution, its goals and mission, the faculties available and the rules and regulations of the concerned university. The students are also told to be vigilant and alert in the age of science and technology and fast changing world. This is how through such informal mentoring system an effort has been made for creation of a better academic environment in the college, where students can approach teachers for both academic and personal guidance as also bridging the gap between the teachers and the students. Through such system the students are also motivated to work hard with a sense of commitment as also with a focused attention to be given to the goal they have fixed in their life. The mentor establishes a close rapport with his mentees and ensures, to the best of his abilities, that the freshers are able to adjust comfortably to the college life. The mentors are always ready to help his mentee to overcome any

type of problem i.e. academic, social or personal in an advisory role and act as a responsible role model. At the same time they realise the importance of making his/her mentee independent and self reliant. We expect our mentors/teachers to play their role as responsible seniors using their own direction.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5291	130	1:40

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
150	130	20	0	28

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
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

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

The college being affiliated to M.D. University, Rohtak strictly follows the guidelines of university for conducting continuous internal evaluation. An academic calendar clearly specifying the date and time of various academic events to take place, is notified before the commencement of the academic session. For assessment and evaluation the pattern prescribed by the university is being followed. Internal assessment and evaluation (End Sem. Exam) Marks consists of 20 and 80 respectively. Duration of the examination is one and half hour for minor test and three hours for major test. To qualify the course, a student is required to secure a minimum of 40 marks in aggregate in the end semester examination and internal evaluation. The syllabus of the concerned semester is completed well in time and the slow learners are given special time to discuss their issues and concerns regarding syllabus. The syllabus of theory papers is discussed, in detail, and the students are made well acquainted with practical marks of both UG (all streams) and P.G. classes. Surprise tests are conducted at times and the question papers of previous years are also discussed. The college strictly follows the university criteria mentioned above for internal assessment. Although the schedule of classtests and submission of assignment for internal assessment is fixed before one month of completion of each semester, the students are given the topics of these classtests and 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 are provided to the students by the teachers. Furthermore, the concerned teacher also makes it a point to go through the rough draft of the assignments and give appropriate suggestions for improvement before final submission. The internal marks are displayed on the noticeboard of the college and objections/queries, if any, are invited within a week. In case of any objections, the concerned students' tests are shown to them and the matter is resolved to the satisfaction of the students through inbuilt mechanism of the department.

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

The college strictly follows the academic calendar prepared by the affiliating university on the basis of which the college plans for teaching, evaluation and other activities. The concerned teachers provide syllabus and its outlines to their students. The lesson plans are prepared by all the teachers well in advance before the commencement of each semester and the same are also displayed on the college noticeboard. The university provides a proper schedule of the teaching days, vacations and examination of both odd and even semesters which is strictly followed by the college. The academic calendar, circulated by the university, is distributed among all teaching and nonteaching staff of the college for strict compliance. The curriculum prescribed for all classes is completed well in time by all the teachers keeping in mind the academic calendar. The college strictly follows the guidelines, rules and regulations issued by the concerned university regarding conduct of internal evaluation, theory papers and practical examinations and other cultural, literary and sports activities. N.C.C. and N.S.S. programmes are conducted as per the guidelines issued by the university and the department of Higher Education, Haryana. The classes are met strictly according to the time table which is properly displayed on the college noticeboard and the syllabus is completed well in time. Extra classes are met in the subjects whose syllabus is not completed well in time due to unforeseen reasons. In case the results of even semesters were not declared in time, provisional admission in case of ongoing semesters were made and the classes commenced w.e.f. 16th July for U.G. and 22nd July, 2014 for P.G. courses. So far as internal assessment is concerned class tests are held and assignments are submitted by the students as per the dates given in the academic calendar. The academic calendar for the academic session 201718 is uploaded on the university website.

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://www.gcbhiwani.com/Annual%20Report/Annual%20Report%202014-15.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

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

questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!				
View 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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
View 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
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
000	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)
No Data Entered/Not Applicable !!!			
View File			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!						
View File						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!			
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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
No Data Entered/Not Applicable !!!			

| 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
No Data Entered/Not Applicable !!!					
View File					

| 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
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.15	**0.15**

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**

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**	**2010**

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	112	6	10	3	0	1	1	1	0
Added	4	0	0	0	0	0	0	0	0
Total	116	6	10	3	0	1	1	1	0

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

0.5 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
No Data Entered/Not Applicable !!!	

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
38.02	38.01	0.15	0.15

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)

Policy Procedure for procurement, maintenance utilisation of Infrastructural Facilities: Policy Procedure for procurement of facilities: The policy of the College is to fulfil 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 utilisation 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 equipments, 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. The Government has taken the policy decisions with a view to further streamlining the process of procurement. The store items ought to be procured in a manner

that the budgetary provisions for the same are utilized in an evenly spread manner throughout the year. Keeping the above in view, it has been decided that Each and every department/organization shall consolidate its budgetary provisions for procurement of stores/ purchases under nonplan and plan budget for the year and prepare a Procurement Plan in the beginning of the financial year. Policy for maintenance of facilities in the College The College ensures regular maintenance and upkeep of all infrastructural facilities. FullTime sweepers, Malis (gardeners) Chowkidars are appointed by the College to ensure cleanliness, hygiene, sanitation, and adequate drinking water supply, maintenance of lawns and flora of the College, security and stationery conditions and to update about the current/ daily state of affairs. Furniture and equipments are purchased on regular basis as per the requirements. The College has fulltime electrician deputed by PWD, Bhiwani. The College has appointed Trained Lab Attendants ITI apprentices, Saksham Yuva personnel and Computer Network Assistants to ensure maintenance regular support services related to computer hardware and software. The College awards Annual Maintenance Contracts (AMCs) to external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, CCTV Cameras and biometric attendance system etc. In addition, students are informed/advised about various scholarship schemes and their claims are settled well in time by the scholarship clerk nodal officer appointed for the said purpose. Procedure for utilisation of facilities: The decisions in respect of procedure for utilisation of facilities are taken in the IQAC and College council meetings. The Timetable Committee evaluates the possibilities of rational and optimal use of the time and space available including running of Evening College in arts commerce streams and 2 PG Courses. Rooms of different sizes are allotted in accordance with the size of the classes and suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, cocurricular and extracurricular activities. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose in the interest of students. Laboratories Record of chemicals, apparatus, and specimen etc. is maintained by lab attendants and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. The microscopes used for biological experiments are annually cleaned. The practical groups of the students are constituted in a manner that every student is to meet out specific periods as per university norms. Library: Library is fully automated equipped with Photocopier machine and printer. The maintenance of the reading room and stock verification of library books is done regularly by the library staff. The Library Advisory Committee is constituted to ensure the requirement of books, Magazines to be purchased journals to be subscribed through HODs'. The list is finalized recommended for final approval of the Principal. Suggestion box is also installed for feedback library enrichment. The Visitors' register is also maintained for keeping the records of readers learners and to ensure return of books, 'No dues' from the library is mandatory for students before appearing in exam. Sports: Physical Education Sports Department of the College is committed to ensure students' participation in physical activities and to ensure wholesome personality development of all the students. The students are trained to participate at International/ National/State Level and InterUniversity Level competitions. The college also organises annual athletics selection trials to select teams for various games/sports, intramural sports competitions and facilitates students with sports uniforms, equipments and refreshment during competitions /tournaments. Computers Five fully functional operational computer laboratories including one language lab are established for imparting computer education, soft skills ICT knowledge to the students. These are put to optimum use for students throughout the year and regular maintenance is ensured through

AMC and local hardware technician/service providers as per requirement. The nonrepairable systems are disposed off through HARTRON as per policy of the Govt. of Haryana. Classrooms The college has a building committee for maintenance and upkeep of infrastructure. The college Building Development fund is utilized for maintenance and minor repairs of furniture and other electrical equipments. The class rooms are well maintained and kept neat and clean by our permanent college employees (sweepers) whitewashed by the PWD, Bhiwani every year. Electricity Physical facilities: The maintenance of electricity and physical facilities is done regularly as per requirements. College has various equipments like, Generator, Xerox machines, printers, CCTV cameras, Audio systems, Digital Camera and Inverters etc. College funds are utilised regularly to maintain above facilities. Sufficient number of water coolers with water purifier is available for staff and students and is well maintained. Separate toilets and washrooms are made available for staff, Divyangjan, boys as well as girls. Proper Parking facility is also made available for students and staff. Free WiFi facility is available in the college through Reliance Jio Info com Ltd. (free installation through Reliance Info com Ltd.).

http://www.gcbhiwani.com/Policy%20and%20Procedures%20for%20Maintenance%20of%20Campus%20Infrastructure.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
No Data Entered/Not Applicable !!!			
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
15	15	2

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
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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
No Data Entered/Not Applicable !!!						
View File						

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 student's Representatives is identified by the Principal and College Council every year. This team work for the benefit of the students throughout the year and pursues several activities in coordination with the Teacher incharges within and outside the college campus. An Identified Team is authorised to represents students' views and concerns to be addressed. It can also air students' difficulties which may not otherwise come to light. It can bring views and concerns of students forward to the Principal and teachers in a proper systematic manner so that solutions to their problems can be taken well in time. The major activities pursued by the Students' representatives are: 1. Maintaining Ensuring Healthy Teaching Learning Environment in the College and also reporting the grievances of students to the college administration so that they may be timely addressed. To identify and help solve problems encountered by students in the Institute. To

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 encourage the involvement of students in organizing College Level activities Such as: I Cultural Activities: Cooperation Coordination with the Cultural Committee in organising Fresher's Party, TalentSearch Programme, Special Cultural Programme "Jhankar" Annual Prize Distribution Function etc. II Sports Activities: Organisation of intercollege Kabbaddi Tournament, intercollege Cricket Tournament, IntraCollege Chess Competition, Annual Sports Meet of the college etc. III Literary Competition: These student's representatives also play a dominant role in organising encouraging participation in College level literary completions held during the academic session such as Essaywriting, sloganwriting, quizcontest speech contests etc. IV Other Major Activities: Providing a list of financially backward students to the college administration to make them get fees concession providing financialaid from the college fund. Being a part of the organising team of the Blood Donation Camp held each year in the college premises along with the NSS NCC Units of the college and District RedCross Society, Bhiwani. In addition to the above activities there is a considerable contribution in coordinating various awareness programmes such as AntiAIDS Programme, Voter's Awareness, Legal Literacy and "BetiBachao, BetiBachao", AntiDowry campaign etc. This Team also Participate in 'Safe Drive, Save Life' campaign along with District Police Traffic Department Haryana. Observance of various important 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 :

00

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)

The Principal of the college is the sole authority of decision making. But, all the members of staff also play significant roles to participate in the decision making system of the college. There is a College Council and IQAC which is chaired by the Principal in which senior members of the staff participate in the proceedings and important decisions in respect of staff, students and the college are taken. There are also different associations and cells such, as Literary, Cultural Social Science, Science, Commerce Society and Women cell, Placement Cell etc. in which teachers are In Charges or Nodal Officers who participate and take decisions during general meetings and conduct various activities. The heads of departments take decisions regarding academic innovations and other related activities in consultation with the members of

staff. One of the senior members of staff is assigned with the responsibilities/duties as Bursar who is considered a vital member of decision making body. Decentralization The College is implementing the policy of delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. 1. Teachers Level Teachers are given operational autonomy, representation and authorised as Conveners/Nodal Officers in various committees/cells and allowed to conduct various academic, cocurricular, and extracurricular activities to showcase their abilities. The Annual Duty List is circulated in the beginning of the year in which they are nominated, motivated and guided for effective implementation of curriculum and improvement in quality culture in the institute including sports library, store etc. and other related facilities. 2. Student Level Students are given due consideration, representation and empowered to play an active role as a coordinator with the incharges of committees to conduct various cocurricular and extracurricular activities, social services etc. An identified team of students is also authorised to represents students' views, difficulties and concerns to be brought in the notice of Principal and teachers in a proper systematic manner for timely redressal. Participative management The College is also committed to promote a culture of participative management by involving the Teachers and students in various activities and concerns. Most of the decisions in the college are taken with proper consultation with the faculty's members, staff and after due consideration to the students. Strategic Level The principal, viceprincipal and staff members are involved in deciding the rules regulations pertaining to admission, timetable, workload, discipline, student's grievances, counselling and their training, development and placement services etc. The staffs Meetings are conducted with regular interval, in which members meet, discuss, share their opinion and plan for the smooth and systematic conduct of various programs and events. Functional Level At functional level the faculty members participate in sharing the knowledge by discussing during faculty meeting on the latest trends in Teaching methodologies and educational technology. Staff members are involved in deciding courses to be introduced/ discontinued and preparing proposal for augmentation and maintenance of infrastructural facilities in the institute. They are also motivated and inspired to write research papers in journals attend refresher/orientation courses and participate in national /international conferences to update their knowledge and skills.

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	Curriculum is designed and prescribed by the affiliating university and some of the teachers of the college play important role in designing the curriculum as member BoS (Board of Studies) in the university. The college implements the curriculum effectively in letter and spirit as per the direction of the university.
Teaching and Learning	Steps taken in this direction are: i. Effective classroom teaching. ii. Studentscentric additional knowledge.

	iii. Reference of various internet sites for getting relevant material other than the prescribed books. iv. Regular class tests and assignments. v. Interclass contests.
Examination and Evaluation	There is separate House Exam committee headed by Registrar, House Exam at the college level. The final examination and evaluation is done at the university level. Regular class tests are conducted. Question and answer sessions are held.
Research and Development	The college always supports the faculty for undertaking any research work. It offers good reference books for the research purpose. The teachers attending seminars and conferences are paid TA/DA and Registration fee by the college. Provision of Study Leave for doing Ph.D. in service.
Library, ICT and Physical Infrastructure / Instrumentation	Automation of Library. New General books, competitive books and syllabi centered books have been added in the library during the year. Separate reading rooms for staff and students in the college library. Well equipped laboratories. Bank facility in the campus. Primary health center. Well maintained ground for sports. Badminton Court. Well furnished smart classrooms.
Human Resource Management	Administration of the college is decentralized. Director, Higher Education Haryana is the highest governing authority. Principal is head of administration at the College level assisted by College Council, HODs and other various committees constituted annually. Separate internal examination and evaluation branch.
Industry Interaction / Collaboration	Exposure visits and educational tours are organized every year. Campus placements are held. Send students for field work, workshops and internship programmes.
Admission of Students	Online applications are invited for admission to both UG and PG level courses. Admissions are made purely on the basis of merit against the number of sanctioned seats available in a particular course.

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

E-governace area	Details
Administration	The E governance System is functional in the college through the system

		developed by the Department of Higher Education, Haryana as well as by the College Administration. The Department of higher education, Haryana issues notices and circulars through online portal, in Google sheets and through emails etc. and the College complies all the instructions through email and other electronic means. In addition, the college tries its best to keep in touch with latest electronic tools of administration such as Biometric Attendance System, WiFi facilities, installation of CCTV Cameras in various strategic locations in the campus and communication through creation of Whats app Groups etc.
	Finance and Accounts	The College collects the entire fee and funds from the students through online system of Higher Education, Haryana and uses the software of e treasuries, Haryana for billing of salary and utilisation of various grants sanctioned for the purpose of maintence augmentation of infrastructure and other facilities. The college is also registered as a buyer on Government Electronic Market (GEM) to procure various articles/goods for development purposes. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.
	Student Admission and Support	The most important key factor of the college is the transparent students admission system. The admission process in both types of course i.e. UG and PG Level is made through Online System of Higher Education, Haryana purely on merit basis and college also coordinates in this process by updating the sanctioned intake, course combinations and fee structure of all the programmes. The Scholarships are offered to deserving and needy students to encourage them to take up Higher education. This incentive falls in line with the motto of Higher Education of the State. The College also entertains the claim of such students and put them for further process through online system and get the amount sanctioned. As the amount of scholarship is

	sanctioned, the same is disbursed through RTGS/NEFT in the respective accounts of the beneficiaries without any delay. It is also pertinent to mention here that College has extended helping counters free of cost for the students as such filling utility for Admission forms, Examination form as well as Scholarship Forms.
Examination	The College has the separate Examination Department equipped with ICT tools necessary for examination purposes. As per the requirement of University, all the Registration Returns, Continuous Returns of the students and examination forms are filled through the web portal of concerned university. In addition, all the internal assessment and practical awards are also uploaded through web portal of the concerned university. During the Examinations admit cards and confidential lists of the students are uploaded by the university on the web portal of the university with college login ID and the examination department download, takes the printout of the same and issues the Admit cards to students, and confidential lists to the respective centre superintendent.

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
No Data Entered/Not Applicable !!!				
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

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

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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

View File

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
TA/DA and duty leave are given to the teachers for attending seminars/conferences. House Loan facility. Car Loan facility. LTC facility is given once in four year. Maternity Leave of six months in case of female teachers. 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.	TA/DA and duty leave are given to the teachers for attending seminars/conferences. House Loan facility. Car Loan facility. LTC facility is given once in four year. 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 Wheat Loan to 4th Class employees.	R.O. purified drinking water facility. Water Coolers for drinking water. Indoor and outdoor game facility. Vast playground. Canteen facility Generator for all classrooms and labs. Display board for all kind of information. Cultural programme for enhancing their cultural talents. N.S.S. N.C.C. Educational tours. Scouts, Mountaineering (at the university level)

6.4 – Financial Management and Resource Mobilization

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

The institution has two main financial sources of funds utilised for development purposes i.e. First is fee and funds collected from students and second is through Government grants. The system of internal audit of students' funds as well as Govt. grants is done by the auditors of Higher Education Department regularly as per the schedule decided by the office of Director, Higher Education Haryana. The External Audit of students' funds is done from the office of Local Audit, Haryana as per schedule decided by that office. The college complies all the instructions laid down by the Audit Department. The External audit of Government grants is done by the office of Principal Accountant General, Haryana regularly with an interval of one or two years. The services of a Charted Accountant are also hired for the external audit for the amount sanctioned by UGC or RUSA.

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
00	0	NIL

View File

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Director Higher Education Haryana	Yes	College Council
Administrative	Yes	Director Higher Education Haryana	Yes	College Council

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

1. Regular interaction of the parents with teachers regarding the educational progress of their wards. 2. Participation of the parents in major annual activities of the college viz. Sports Meet and Prize Distribution Function etc. 3. Parents and Teachers mutually exchange the weakness and strengths of the students in various educational and extracurricular activities.

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

1. Counseling session for their good mental and physical health. 2. Encouragement in the form of gifts on various occasions. 3. Time to time assessment for their time bound scales and promotions.

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.

6.5.5 – Internal Quality Assurance System Details

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

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
No Data Entered/Not Applicable !!!					

View File

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"BETI BACHOBETI PADHAO" CAMPAIGN	01/07/2014	30/06/2015	100	25

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. Environmental awareness campaigns are organised under aegis of NSS Units and Science exhibitions are organised annually in Biology, Botany and Zoology department to conduct field work /practicals and study tours to create awareness and conservation of biodiversity among the students. 2. Students of UG 1st Year prepare projects on "Environmental Studies" as a part of their course curriculum on different environmental issues such as air, water, land and sound pollution, solid waste management, ecosystem and biodiversity. 3. The College Buildings is designed in such a way to be effective in utilization of natural light and ventilation and Initiative is also taken by the Convener Electricity Committee to make students aware responsible to switch off the lights and fans before leaving the classroom energy efficient LED bulbs are also being used throughout the campus. 4. Policy of lesspaper campus is followed in letter spirit, communication in the campus is made through email and other ICT modalities. Biometric attendance is used for all employees. Printouts and photocopies are taken on both sides of the paper. Wasted papers / NEWS papers etc. are forwarded for recycling purpose, Toner cartridges are recycled Rain water harvesting has been taken up in the institute in order to improve the ground water levels.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	No	0
Ramp/Rails	Yes	6
Braille Software/facilities	No	0
Rest Rooms	Yes	10
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	advantages and disadva ntages	and contribute to local community					
2014	1	1	11/11/2014	1	Workshops on Cooking for Girls	To make them self reliant	25
2014	1	1	09/08/2014	1	Blood Donation camp	save life	75
2015	1	1	05/06/2015	1	Awareness on Save Water	RESOURCE SAVING	50
2014	1	1	01/11/2014	07	Cleanline ss week	Swaccah Bharat	90
2014	1	1	01/12/2014	15	Observati on of World AIDS Fortnight	HIV/AIDS (Red Ribbon Club)	220
2015	1	1	25/01/2015	1	Voters Awareness Rally	Voters Awareness	200
2014	1	1	31/10/2014	1	RUNFORUNI TY CAMPAIGN (EKTA SAPATH)	National Intergrat ion	100
2014	1	1	26/10/2014	7	Observati on of Vigilance Awareness Week	Vigilance Awareness	150

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

Title	Date of publication	Follow up(max 100 words)
The Government Employees (Conduct) Rules, 1966	01/07/2014	The ethical code of conduct for Staff, Teachers and Principal of the college is designed framed under the heading "The Government Employees (Conduct) Rules, 1966 (Amended up to February 2009). This Handbook is circulated commonly for all types of Govt. Employees by the General Administration Departments, Govt. of Haryana indicating rules regulations to discharge duties, responsibilities

			and follow the professional ethics at workplace. These rules, procedures and methods are consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest. All the employees of Govt. of Haryana must know that it is incumbent upon them to be well conversant, abide by these 'rules' and behave accordingly to comply these rules.
Code of conduct (handbooks) for Students	25/06/2014		The ethical code of conduct for students is designed incorporated under the heading "Important Rules guidelines for the students" in the Student's Information Brochure. This Handbook indicates all the informations about sanctioned intake, schedule and standard procedures for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to be well conversant and abide by these 'rules'. All students are advised to inform report the Discipline Committee about any violations and assist individually and collectively to improve the quality and effectiveness of these rules regulations.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebration by	15/08/2014	15/08/2014	150

N.C.C			
Teachers Day	05/09/2014	05/09/2014	225
Hindi Diwas	14/09/2014	14/09/2014	122
N.S.S Day	24/09/2014	24/09/2014	155
International Day of NonVoilence	02/10/2014	02/10/2014	255
Celebration of N.C.C Day	23/11/2014	23/11/2014	210
Celebration of National Youth Day (NCCNSS)	12/01/2015	12/01/2015	175
National Voters Day	25/01/2015	25/01/2015	203
Celebration of Republic Day (NCC)	26/01/2015	26/01/2015	115
Celebration of International Mother Tongue Day	21/02/2015	21/02/2015	89
International Women's' Day celebration	08/03/2015	08/03/2015	95
Dr. B.R. AmbedakarJayanti	14/04/2015	14/04/2015	125
International Yoga Diwas	21/06/2015	21/06/2015	78

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

1. Regular Awareness programmes are organised on Environmental Protection Campus Cleanliness. The campus has a lush green field with 400 metre athletic track, cricket ground, Kabbaddi ground etc.
2. Regular participation in Swatchatha Seva initiatives of the Government of India, Government of Haryana, Affiliating University and District Administration.
3. Organization of Tree Plantation Programmes proper care maintenance of Trees is ensured by NSS and NCC Units.
4. A "College Cleanliness beautification" Committee has been formed for the identification and preservation of the natural resources present in the college campus to ensure "plastic free" campus.
5. Botanical Herbal Garden is developed maintained by Department of Botany.
6. Waste disposal vessel is situated within campus provided by Municipal Committee Bhiwani.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices I 1. Title of the Practice Govt. College Bhiwani is a coeducational institute which was incepted in the year 1971 with the efforts of founder of Haryana and the then Chief Minister of Haryana, Ch. Bansi Lal Ji. The college runs in two shifts morning and evening and offering courses both at UG and PG Levels. The college with its rich history of achievements is held in high esteem not only by the student's fraternity but also by citizens in

general. In the light of the fact that institute has completed 44 years of its glorious accomplishments, the college is always committed to maintain its worthiness and high esteem through a system of conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. We are following one of the best practices in the area of sports to fulfil the needs aspirations of students as well as society with the Title as "We are the Champions". Best Practices II 1. Title of the Practice Govt. College Bhiwani is a coeducational institute which was incepted in the year 1971with the efforts of founder of Haryana and then Chief Minister of Haryana Ch. Bansi Lal Ji. The college runs in two shifts morning and evening and offering courses both at UG and PG Levels. The college with its rich history of achievements is held in high esteem not only by the student's fraternity but also by citizens in general. In light of the fact that institute has completed 44 years of its glorious accomplishments, the college is always committed to maintain its worthiness and high esteem through a system of conscious, consistent and catalytic action to improve the academic and administrative performance of the institution to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of Best Practices. We are following one of the best practices in the area of Cultural Activities to fulfil the needs aspirations of students as well as society with the Title as "Cultural Activities: A pioneer in Personality Development".

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.gcbhiwani.com/Best%20Practices/BEST%20PRACTICES%202014-15.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

Govt. College Bhiwani is a CoEducational Institute which was incepted in the year 1971with the efforts of founder of Haryana and the then Chief Minister of Haryana Ch. Bansi Lal Ji. The college runs in two shifts morning and evening and offering courses both at UG and PG Levels. The college with its rich history of achievements in areas of academics, sports and cultural activities is held in high esteem not only by the student's fraternity but also by citizens in general. In addition to the fact that institute has completed 44 years of its glorious accomplishments, the college also intends to introduce a clean, green and a pollution free atmosphere which shows its distinctive feature to provide a healthy environment for the entire campus and an effective learning experience for students. We firmly advocate the policy of environment conservation and also aim at enabling our students reach their full potential as well as helping them find creative healthy ways to enrich both the quality of education and the quality of life at campus. Our college has distinctive campus with a range of flora in it. The college is well known for its continuous efforts to maintain the campus environment distinctive and lush green. There are uncounted trees and plants in the campus of 33 acres. The inclusion of medicinal plants at college campus i.e Tulsi, Neem, Aloevera, Giloy, Ashwagandha and other plants like Ashoka, Parizaat and Jatropha etc. makes the atmosphere lively at campus. The college authorities ensure that the practices followed in the campus are healthy and environment friendly. To formulate the idea of green campus, a college level 'Campus Beautification and Eco Club Committee' has also been formed. The committee looks after the cleanliness, plants, trees, water supply etc. College organises regular drives of tree plantation with a wide variety of trees to make campus green. Botany

Department is looking after Herbal Garden and plants of saplings received from different places. Proper guidance and training to students and staff is also being provided by Botany Department. NSS Camps have also focused on cleaning the campus, utilizing the waste water and proving healthy natural atmosphere in the campus. There are ornamentally diverse plants like China rose, Petunia, and Chrysanthemum etc. in the lawns. The college keeps on organising poster making and slogan writing competitions and other events to raise awareness among students and they are sensitized for saving water and electricity and are discouraged to use plastics. The college promotes maximum use of ICT and demotes the use of paper. There is a ban on the plastic file covers, plastic bottles, polyethene bags to promote and bringing a healthy environment in the campus. To aware the local residents and passersby of nearby areas about the environment protection our college also took initiative in the plogging activity in which staff and students picked up trash and plastic bags while jogging or walking as a way of cleaning up litter while also taking care of fitness. Thus, the college leads in redefining its values of environmental culture and developing innovative sincere paradigms by formulating sustainable solutions to environmental, social and economic needs of the mankind in real sense. We therefore, left no stone unturned in the development of a green ecosystem to provide enrichment to the mind, heart and soul of the students. In fact, the college's voluntary efforts and commitments towards sustainability has now transformed into a mandatory and holistic approach which motivates others interest in being green and living environmental friendly.

Provide the weblink of the institution
http://www.gcbhiwani.com/Institutional%20Distinctiveness/Institutional%20Distinctiveness%20%202014-15.pdf

8.Future Plans of Actions for Next Academic Year

Future Plan of The Institution for the Year 2014 2015 • Construction of an additional Teaching Block, Renewal and upgradation of Science Laboratories. • Modernisation of Administrative Block, Extension of Roads and Vehicle Parking. • Maintenance of complete cleanliness as a best practice of the College. • Installation of H.D. CCTV Cameras with DVRs in various locations for overall security of the College. • Construction of separate Sports Hall for promoting sports activities. • Construction of Multi Purposes Hall and Auditorium in the College. • Renewal and Maintenance of Sewerage System of the College Building, Upgradation of College Canteen. • Formation of New Committee for academic and other College bodies. • Induction and Orientation Programme for fresher students. • Strengthening of forum activities by including it in in regular time table. • Organisation of seminars /workshops and guest lectures by each department. • Evaluation and analysis of student's performance regularly. • Sports and cultural student's motivation and monitoring. • Interaction between parents, teachers and stakeholders for improving students' performance and Industrial/ institutional visits /tours of students. • Communication and Soft Skill Development through English Language Lab. • Organisation of extension activities, consultancy programs, intercollege competitions under the aegis of NCC/NSS Units and through various Cells. • ICT based teaching learning with updated Learning Resources. • Upgradation of library and library materials i.e. books, journals, magazines etc. • Strengthening Placement Cell and participation in job fare for placement of students. • Introduction of Feedback system and mentoring system to improvement in Teaching Learning Process.