



Yearly Status Report - 2016-2017

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	Mrs. MANJU SHARMA
Phone no/Alternate Phone no.	01664242418
Mobile no.	9416211237
Registered Email	gcbhiwani@gmail.com
Alternate Email	gcbhiwaniprincipal@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gcbhiwani.com/AQAR%202015-16.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%202016-17.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC

06-Jul-2016

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	2017
Date of Submission	27-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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:</p> <ol style="list-style-type: none"> 1. Web Portal <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

In accordance with the needs of changing times, curriculum is planned and

designed by the affiliating university and is followed and implemented by the affiliated colleges following the guidelines issued by the affiliating university. Some senior Associate Professors of the college, in the capacity of members of Board of Studies in U.G. and P.G. courses, participate and extend useful suggestions related to curriculum modification, planning and designing in the meetings of B.O.S. of their respective departments. At the onset of the academic session the members of the departments are apprised of any changes made in curriculum of any course every year. The college provides a well designed time table/ schedule for delivery of curriculum for semester/annual U.G. and P.G. classes. Teachers deliver lectures as per curriculum plans. Classes are held according to the allotted time-table under the supervision of college administration. A spacious, centralized and fully automated library with separate reading rooms for boys, girls and teachers and ample reading material benefits the students and staff members perfect atmosphere for peaceful learning and adds to enrichment of curriculum by subscribing to a good no. of newspapers, magazines and journals related to all streams (Science, Arts and Commerce). In various spacious classrooms/ lecture theatres, the teachers adopt various teaching methods such as chalk and Black- Board method. Lecture method supplemented with scientific models, charts and maps etc. for easy comprehension of the syllabi. Group discussions and paper presentations by students on assigned topics are employed for proper delivery of curriculum. Proper and adequate infrastructural facility is made available to the students for their practical classes in labs and updation of the same is done through lab augmentation grants every year. Educational excursions are taken up departments and Trips and tour committee of the college to apprise the students of the latest development in the field of learning. Experts are invited for talks on specialized issues for advance studies under the aegis of placement cell and career and guidance cell. Regular class tests and home assignments are given to the students for their regular assessment in each semester viva-voce are done to keep the students on improvement track. Tutorials and Mentorship classes are held to assist the students in solving their academic and career choice related issues and to seek feedback regarding the existing teaching learning environment in the college. The college administration keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the same for further development and improvement in 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
MA	ENGLISH	01/07/2016
MA	ECONOMICS	01/07/2016

MA	POLITICAL SCIENCE	01/07/2016
MA	PSYCHOLOGY	01/07/2016
MCom	M.COM.	01/07/2016
PG Diploma	REHABILITATION PSYCHOLOGY	01/07/2016

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
No Data Entered/Not Applicable !!!		
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
<p>Feedback from Students: The College maintains a definite system for collecting feedback from the undergraduate and postgraduate students. The students are regularly evaluated in academics through class tests, quiz contests and extempore class presentations on assigned topics. The students are evaluated in each semester for internal assessment awards on the basis of performance in class tests, allocated assignments and attendance in lectures. Mentorship classes is the platform for taking student feedback on activities and programmes being run in the college. These classes are held twice in a month wherein the students are counselled for career opportunities by Teacher Mentors. Student grievances and problems are heard and feedback is taken from them on the existing teaching learning environment. The teacher mentors report the same to the Principal who in consultation with members of college council analyse the same and tries to devise appropriate solution for further improvement in educational environment in the campus. Feedback from Teachers: Periodically held staff meetings are the platform for collecting feedback from the staff. The suggestions extended by the teachers are taken note of and analysed at the college administration level and implementation is done through notices and communication to higher authorities as the case may</p>

be. Feedback on curriculum improvement, academic discipline and infrastructural build up in the institution is obtained from the staff and the college administration utilises the valuable suggestions for further improvement. Feedback from Employers: The Placement and guidance cell of the college remains in contact with the employment generators. Students of the college are inspired to participate in placement drives. Experts from industry are invited for delivering extension talks to the students. The suggestions/feedback rendered is analysed and due steps are taken for implementation of the same for better job opportunities to the taught. Feedback from Alumni: Our alumni are our brand ambassadors. The college maintains healthy interaction with former students of the college and collects feedback from them on the sports facilities, cultural facilities and academic facilities extended to students in the institution. The former students who excelled in academics, sports, cultural, N.C.C. and N.S.S. activities are invited on the occasion of various functions held in the college, wherein, their extended suggestions are carefully heard and the feedback received from them is analysed and implemented for enhancing positive practices in the institution. Feedback from Parents: Feedback from parents on the status of existing educational environment is collected as and when they approach the college authorities to inquire about the academic progress of their wards. The valuable suggestions rendered by them are analysed and utilised for scope of further improvement in quality of teaching, discipline, sports facilities, lab facilities, library facilities and student amenities.

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
2016	4874	328	116	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 Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
136	69	5	3	2	5

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

We are committed to inculcate the habit of self reliance and self confidence amongst our students and hence bring in changes keeping in mind the global objectives of higher education. This could not have become possible without a harmonious relationship between the mentor and the ward. A conventional, non institutional and

informal mentor mentee system is prevalent in the college during the academic session 2016 17 which aims at a close monitoring of the students and solving the problems they face in their academic life and beyond that. In the beginning of the academic session, an orientation programme is held to acquaint the students with college staff, infrastructure and discipline of the college. Prior to the beginning of classes, students are given an overview of the complete realm of the college life from academics to social activities. Under this system, the regular faculty members of the college have been engaged as tutors. The tutorial groups are met twice in a month wherein the academic progress and psychological well being of the students is taken care of by the mentees/tutors that provides primary psychological counselling to those who need them. The mentors use both formal and informal means of mentoring adopt a robust mechanism to boost inclusiveness, gender sensitivity and social responsibility of students in the fast changing world and in the age of shifting human values. The students are properly guided regarding their career plans and about further higher education after their graduation/post graduation. They also made well versed with different job opportunities they can have in various fields in public as well as private sector. With the help of such interactions an academic but friendly and creative atmosphere is built up wherein the students can raise their issues and problems unhesitatingly. Through such meetings, needy students are also identified so that they can be provided part time job opportunities in the institution itself, through "Earn While You Learn" scheme so that they can get financial help and continue their education. It has always been our effort to make an all round and sustainable development of the wards through such close monitoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5202	136	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
176	136	40	0	30

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 is committed to impart quality education keeping in mind the age, gender, personality, motivation, self concept, life experience and the cultural and social background of the students. Attending to the common needs and individual differences of their students, teachers are aware of considering the expectation of the students. Students are properly guided at the time of admission and an orientation programme is also organized in which all the

students are introduced with the course, mode of internal assessment as well as facilities available in the college. The college strictly adheres to the affiliating university as far as admission guidelines, prescribed syllabus and the criteria of internal assessment are concerned. Choice Based Credit System has been introduced, in P.G. classes, from the academic session 20162017. After the completion of the prescribed course, the teachers discuss previous years question papers with students which help them, to a greater extent. Discussing such papers also helps in removing their exam phobia as most of the students come from rural area. Surprise classtests are also conducted. The schedule of classtests and submission of internal assignments, for internal assessment, is fixed before one month of the completion of each semester. Students are given their topics of these classtests and assignments well in advance. Every type of academic help is provided to the students and they are encouraged to ask questions in the class so that their hesitation can be removed. Students are also evaluated through organizing debates, extempore, groupdiscussion, seminar presentation and cultural activities organized by the college on various occasions such as talent search programme, cultural festivals, legal literacy cell programmes and youth festivals. To provide sufficient transparency and accountability, reformative measures in CIE are initiated by the college such as giving answer book back to the students after evaluation for their information. CIE marks are shown to the students alongwith their answer scripts by the concerned teacher enabling them to have an access to the evaluated answer sheets before the marks are uploaded on university panel. To inculcate a habit of hardwork and also to innovate new ideas, the students are given some assignments and problems to be done at home. They are also encouraged to explore various learning resources like internet and libraries which will enable them to inculcate the habit of Self Study, to be analytical and in enhancing their reasoning capabilities.

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

The college strictly adheres to the academic calendar finalised by the affiliating university. In the beginning of the academic session, an orientation programme is organised, in which all the teaching staff and students remain present. In this programme, the teachers provide syllabus and its outlines to their students along with other guidelines and instructions. The concerned university provides a proper schedule with regard to teaching days, vacations and examination which is strictly followed by the college. The copy of schedule is available on the university website. It is also displayed on the college noticeboard and circulated among all the teaching and nonteaching staff. Tentative dates are given by the college for Sports, N.S.S., N.C.C. programmes and other cultural and social activities. Parentteacher meetings are held whenever needed. Classes are met strictly according to academic calendar and the prescribed syllabus is completed within the number of teaching days provided in the academic calendar. Loss, if any, is compensated by meeting extra classes. The college strictly adheres to the guidelines and rules issued by the university regarding conduct of internal evaluation, theory papers and practical examinations. The college is excellently doing its duty as a nodal centre for spotmarking for last many years. The checked copies, along with awards sheets, are sent back to the university within stipulated time so that the results could be declared well in time and academic calendar adhered to.

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%202016-17.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)

<http://www.gcbhiwani.com/Student%20Satisfaction/STUDENT%20SATISFACTION%20SURVEY%2016-17.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
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
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
00	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 activities	Number of students participated in such activities
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 !!!			
View File			

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
70.2	70.2

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
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
---	-------------

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 partially)	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	Platform on 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	117	6	0	3	0	1	1	1	0
Added	0	0	0	0	0	0	0	0	0
Total	117	6	0	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 incurred on maintenance of physical facilities
70.12	70.11	70.2	70.2

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 implementation	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 passed in the comp. exam	Number of students 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
8	8	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students 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	Department 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/ International	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. ThisTeam 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 authority of decision making. But, all the members of staff also have significant roles 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 of the various meetings and important decisions are taken thereof. There are also different associations and cells such as Literary, Cultural, Social Science, Science, Commerce Society, Women cell and Placement Cell etc., in which teachers are In Charges or Nodal Officers who participate and decide various activities to be conducted. The heads of departments also 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 financial responsibilities/duties as Bursar who is also a vital member of decision making body. Decentralization The College is implementing the policy of delegation of authority and providing operational autonomy to the various functionaries in 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 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 in charges of committees to conduct various co curricular 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 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 after consultation with the faculty's members, staff and due consideration to the students.

Strategic Level The principal, vice principal 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 intervals, in which members meet, discuss, share their opinions for the smooth 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 to write research papers in journals and to attend seminars/conferences/refresher/orientation/short term courses etc.

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 research work. It offers good reference books for the research purposes. TA/DA and Registration fee of the teachers attending seminars and conferences are paid by the college. Provision of Study Leave for perusing 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 centre. 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-governance 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 maintenance 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 audit process and 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
No Data Entered/Not Applicable !!!				
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 Building Advance facility. Car Loan facility. LTC facility is given once in Block of four years. Maternity Leave for 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 Class IV	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)

employees.

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 Chartered 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
No Data Entered/Not Applicable !!!		
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	DEPARTMENT OF HIGHER EDUCATION HARYANA	Yes	COLLEGE COUNCIL
Administrative	Yes	DEPARTMENT OF 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. 4. New Duel Desks in the classrooms.

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
Exension Lecture on Gender issues	16/09/2016	16/09/2016	80	55
Poster & Slogan Competition on Gender issues	22/09/2016	22/09/2016	35	20
Girls Education	17/10/2016	17/10/2016	70	45
Extension Lecture on Mental Health & Gender Senstision	17/10/2016	17/10/2016	45	35
Women Empowerment	11/11/2016	11/11/2016	70	40

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

- Environmental awareness campaigns are organised under aegis of NSS Units and Science student exhibitions are organised annually in Biology, Botany and Zoology department conduct field work /practicals and study tours to create awareness and conservation of biodiversity among the students.
- 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.
- 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. • 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	9
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	9
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 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	1	1	22/09/2016	1	Poster Slogan Competition on Gender issues	Gender Sensitisation	55
2016	1	1	21/10/2016	1	Blood Donation camp	Save Life	75
2016	1	1	05/06/2016	1	Awareness on Save Water	Resource Saving	83
2016	1	1	14/12/2016	1	Save Electricity	Energy Conservation	88
2016	1	1	02/10/2016	7	Cleanliness week	Swachh Bharat	75
2016	1	1	01/12/2016	15	Observation of World AIDS	HIV/AIDS (Red Ribbon Club)	124

					Fortnight		
2016	1	1	24/02/2016	1	LEVEL LEGAL LITERACY PROGRAMME	Legal Awareness	65
2017	1	1	25/01/2017	1	Voters Awareness Rally	Voter Awareness	200
2016	1	1	31/10/2016	1	RUNFORUNITY CAMPAIGN (EKTA SAPATH)	National Integration	100
2016	1	1	26/10/2016	7	Observation of Vigilance Awareness Week	Vigilance Awareness	141

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct (handbooks) for Students	25/06/2016	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.
"Haryana Civil Services (Government Employees' Conduct) Rules, 2016"	19/07/2016	The ethical code of conduct for Staff, Teachers and Principal of

the college is designed framed under the heading "Haryana Civil Services (Government Employees' Conduct) Rules, 2016" notified on 19072016.

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 apply to all Government employees appointed to any civil service or post in connection with the affairs of the State of Haryana. 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebration by N.C.C	15/08/2016	15/08/2016	250
Celebration of Teachers Day	05/09/2016	05/09/2016	310
Hindi Diwas	14/09/2016	14/09/2016	247
N.S.S Day celebration	24/09/2016	24/09/2016	214
International Day of NonViolence	02/10/2016	02/10/2016	325

Rastriya Ekta Diwas	31/10/2016	31/10/2016	412
Celebration of N.C.C Day	23/11/2016	23/11/2016	210
Constitution Day	23/11/2016	23/11/2016	301
Celebration of National Youth Day (NCCNSS)	12/01/2017	12/01/2017	169
National Voters Day	25/01/2017	25/01/2017	68
Celebration of Republic Day (NCC)	26/01/2017	26/01/2017	142
Celebration of International Mother Tongue Day	21/02/2017	21/02/2017	137
National Science Day	27/02/2017	27/02/2017	88
International Women's' Day celebration	08/03/2017	08/03/2017	117
Dr. B.R. AmbedakarJayanti	14/04/2017	14/04/2017	241
International Yoga Diwas	21/06/2017	21/06/2017	83

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

? 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. ? Regular participation in Swatchatha Seva initiatives of the Government of India, Government of Haryana, Affiliating University District Administration. ? Organization of Tree Plantation Programmes proper care maintenance of Trees is ensured by NSS and NCC Units. ? 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. ? Botanical Herbal Garden is developed maintained by Department of Botany. ? 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 46 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 1971 with 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 46 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%202016-17.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 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 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 46 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, Alovera, 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%202016-17.pdf>

8.Future Plans of Actions for Next Academic Year

- Introduction of Mentor Mentee System for students.
- Prepare and display the lesson plans, academic calendar on the notice boards and uploading the same on the webportal of the College.
- Constitution of Alumni Association and organise Alumni Summit.
- Organisation of State Level Championship in the college, Inter Collegiate and Inter Class Competitions.
- Organise orientation/ induction program for newly admitted students.
- Adoption of innovative process in in teaching learning through use of ICT.
- Development of teacher wards tutorial system to enable the slow learners to reach excellence.
- Promote proctors from the advanced students of the class to help other students to learn.
- Organisation of special lectures and seminar in PG departments.
- Encourage faculty members to pursue higher qualification, publish and present the research papers in reputed and UGC notified journals.
- Promote students and faculty members to take minor and major research projects from UGC.
- Collection and analysis of feedback from students, teachers and alumni to improve the teaching learning process.
- Parent teacher meeting once in a year faculty wise and regular communication and follow up of the absentee students to the parents through SMS.
- Maintenance of students profile registers, the record of placement of students and special placement camps to be organised for the placement of students.
- Augmentation of smart classrooms in the college equipped with latest teaching learning aids.
- Strengthening optimization of English Language Lab and Soft Skills Development.
- Environmental Awareness by participating in Swatch Bharat Abhiyan.
- Extension and outreach programmes in rural areas through NCC, NSS and other social clubs of the college.
- Maintenance of complete cleanliness and plastic free zone as a best practice of the College.
- Utilise the RUSA grant for upgradation, renovation and creation of infrastructure as well as procurement of equipments.
- Computerisation of the administrative block and to make College campus Wi Fi enabled.
- Treatment of sewerage system, extension of roads, vehicle parking and construction of College boundary wall.
- Installation of additional H.D. CCTV Cameras in various strategic locations.
- Provision of additional Girls Common Room and Female Staff Room.
- Installation of LED lights in campus and external area of the College.
- Collective efforts for Assessment and Accreditation from NAAC.