



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT POST GRADUATE COLLEGE AMBALA CANTT.
Name of the head of the Institution		Sh. Arun Joshi
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		918901010369
Mobile no.		8901010369
Registered Email		gcambalacantt@rediffmail.com
Alternate Email		iqacgcambalacantt@gmail.com
Address		Government Post Graduate College Ambala Cantt, Idgah Road, Near- Punjabi Gurudwara
City/Town		Ambala Cantt
State/UT		Haryana

Pincode	133001																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Ajay Chauhan																		
Phone no/Alternate Phone no.	919785881819																		
Mobile no.	9785881819																		
Registered Email	ajayiqac2021@gmail.com																		
Alternate Email	iqacgcambcantt@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://gcambalacantthry.ac.in/aqar/																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gcambalacantthry.ac.in/Academic_calendar/Academic_Calendar_2016-17.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.18</td> <td>2010</td> <td>28-Mar-2010</td> <td>27-Mar-2015</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	A	3.18	2010	28-Mar-2010	27-Mar-2015
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	A	3.18	2010	28-Mar-2010	27-Mar-2015														
6. Date of Establishment of IQAC	28-Jan-2004																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries																

IQAC		
Training workshops on AIDS	21-Oct-2016 1	56
Self Defense training	21-Jan-2017 7	300
Jagriti Saptah	16-Jan-2017 7	500
Workshop on Yoga, meditation and naturopathy	11-Feb-2017 1	30
Blood Donation Camp	12-Jan-2017 1	80
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty _Dr. Des Raj Bajwa	Travel Grant Scheme (Plan)	UGC	2016 365	167825
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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 :

10

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)

New labs were established in the college under RUSA Repair and renovation work was also undertaken under RUSA Placement cell of the college organized various career guidance workshops and extension lectures throughout the session. District level three days training of students was organized for appearing in the job fair. Job Fair was organized by the Placement Cell of the College

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

Plan of Action	Achievements/Outcomes
<p>Adherence to Academic Calendar as provided by KUK All the departmental heads to prepare the calendar for cocurricular activities for their respective departments in accordance with the academic calendar Constitution of Annual Committees of staff Preparation of Lesson Plan Result Analysis Strengthening Attendance of students Upgradation of labs and Repairs and Renovations Organize inter college competitions or events Recruitment of extension lecturers Promotion of teachers Conducting programs for overall well being of the students Orientation Program for First year students Internal Assessment based on assignments and class tests NSS Unit of the college to organize activities for the welfare of society so as to enable students to learn how to fulfill social responsibility Organizing of Career Guidance Workshops by Placement Cell Organizing Athletic meet and encouraging students to participate in sports activities</p>	<p>Followed the academic calendar as provided by the KUK. According to the Academic Calendar, the calendar for important events, curricular, cocurricular, extracurricular and extension activities was prepared by all the departments The annual college committees of staff were constituted for effectively managing the different college activities and the same were communicated to the staff both teaching and nonteaching. All the teaching faculty members prepared and adhered the lesson plan for the session Result analysis of the previous session examinations was carried out by the examination branch of the college Strict compliance of university norms for the attendance of students are followed for encouraging maximum attendance of students in the classes. New labs were established in the college under RUSA Repair and renovation work was also undertaken under RUSA InterDistrict level science exhibition was organized in the college by the Department of Physics, Chemistry, Botany, Zoology, Computer Science, Geography and Psychology collectively. District level Science college quiz and Science essay writing competition was organized by science faculty (Chemistry) API verification of the teachers for their promotion was done effectively. Self Defense training was organized for the girls students of the college under women cell. Theatre workshop for the college students under women cell. Cdt Kamaljeet participated in Republic Day Parade at Rajpath, New Delhi. NSS unit participated in district level Parade "Prajatantra ke Parhary. Jagriti Saptah was organized by the women cell on women empowerment and gender sensitization. The orientation program was organized for all the new entrants i.e. first year students of all the courses. Teaching faculty followed the KUK norms for the</p>

internal assessment. The internal assessment was based on the assignments and class tests which further enhanced and improved the subject related knowledge of the students Workshop on Open Defecation fee was organised on 09/07/2016. Blood donation camp was organised on 15/09/2016. Swachhta diwas was celebrated on 02/10/2016. Intercollege AIDS workshop was organised on 21/10/2016. One day NSS camp was organised on 1/11/2016. Road safety competition was organised on 08/11/2016. Cashless awareness programme was organised on 02/12/2016. Blood donation camp was organised on 12/01/2017. Workshop on disaster management was organised on 18/01/2017. Workshop on digital India was organised on 20/01/2016. Pulse polio abhiyan was organised on 31/01/2017. Workshop on First Aid was organised on 22/02/2017. Sevenday camp was organized from 24/03/2017 to 30/03/2017 Placement cell of the college organized various career guidance workshops and extension lectures throughout the session. District level three days training of students was organized for appearing in the job fair. Job Fair was organized by the Placement Cell of the College Athletic meet for the 201617 session was organiz

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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:	No
17. Does the Institution have Management Information System ?	No

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

Our College is affiliated to Kurukshetra University, Kurukshetra, so the syllabus of all the programs and courses are designed and prescribed by the Kurukshetra University. Right at the beginning of an academic session, a tentative time table for UG as well as PG classes is framed and distributed to teachers and displayed on notices boards. All departments convene their departmental meeting of teachers to distribute curriculum papers among themselves to be taught in the current academic session. At the same time all the teachers prepare their lesson plans according to the prescribed syllabus.

Based on the University Calendar, schedule for class tests, assignments, departmental activities--- curricular, co-curricular and extra-curricular etc. are submitted to the principal. Every teacher is expected to adhere to the lesson plan and schedule but there is scope of adjustments as per requirements of students and situation. A special orientation program is conducted every year for fresh students in which information about College infrastructure, different cells/committees/clubs such as NSS, NCC, Youth Red Cross, Red Ribbon club, Women Development Cell and schemes related to financial help for the students such as Earn While You Learn, and various scholarship schemes is provided to them. After a few classes, fresh students are allowed to change their subjects if they have valid and genuine reasons. Classes are held according to the schedule under the supervision of College Principal. Various class room teaching methods based on the requirement of different subjects are regularly adopted for the effective delivery of the curriculum such as chalk and blackboard, ICT enabled teaching- learning methods, use of scientific model, charts and maps, group- discussions amongst the students during the classes, paper presentation by the students after completion of topic or chapter. In addition to this, paper and adequate instrumentation facility is given to the students for their practical classes. Curriculum based survey programmes, field works and educational excursion are carried out by the departments. Seminars and special talks (extension lectures) by experts are also arranged regularly. Each department maintains a detailed record of the classes, assessments, and project reports based on which internal assessments of the students is made. College administration keeps a vigilant eye on the results, departmental proceedings and students' requirements and also keeps record of the different activities of the College regarding teaching learning, development and improvement of different methods of effective curriculum delivery. Regular feedback is also collected from the students and teachers.

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
Certificate Course in Disaster Management	Disaster Management	01/09/2010	180	In-depth understanding of the subject	skill development
Diploma in Disaster Management	Disaster Management	01/09/2011	365	in-depth understanding of the subject	skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

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

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

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

	Certificate	Diploma Course
Number of Students	31	15

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
Nil	Nil	Nil

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTTM	Tourism, BTM III semester	11
BTTM	Tourism, BTM V Semester	10
MSc	M.Sc Geography, III Semester	35
BSc	Medical I,II,III	46
BSc	Medical I,II,III	12

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Our college has a systematic mechanism for obtaining feedback from students as well as teachers. It is a valuable tool to bring about major and important changes for overall development and betterment of students and the institution. The feedback covers various aspects of academic as well as administrative processes in the college. It is collected on a regular basis from all students and teachers. Questions covering multiple aspects are presented to them for their valuable inputs. The questionnaire is prepared in an exhaustive manner to ensure that all facets are covered properly. Responses are elicited and

analyzed in great detail to prepare action plan for future. Faculty members are also encouraged to collect informal feedback from students on regular basis to improve academic outcomes. Students' feedback is done through convenience sampling technique. There are 23 questions under four broad categories- 1. Course content and organization 2. Teaching approaches and learning environment 3. Learning and study resources 4. Evaluation and Examination related approaches. Students are asked to give their feedback in a Likert scale from A-E ranging from strongly agree, agree, Satisfactory, Disagree to Strongly Disagree. Students are also given freedom to express themselves in open ended questions and their suggestions are also invited. In the feedback collected during the session 2016-17, almost all the respondents were more than satisfied in all the four above mentioned aspects. Their suggestions like need of more programs, infrastructural improvement such as improvement in canteen, sports facilities, girls common room, new labs, smart class rooms, more reference books, Wi-Fi facility for the campus, better drinking water facility, more educational trips etc have been included in the future plan of action for the next year. More than 70 responses were received from the teachers and the feedback questionnaire consisted of 16 questions framed on the Likert scale from A-E again ranging from strongly agree to strongly disagree. Teachers' feedback included vital questions such as their views on course content, academic environment, administrative and infrastructural support and facilities, freedom of choice pertaining to teaching methodologies etc. The responses received from the respondent teachers reflect that their level is satisfactory and above regarding all the parameters covered in the feedback. The results obtained from such feedback enable the College to review, develop and implement policies and practices for the overall development of the institution and holistic growth of the students. In addition to this, a Suggestion-Box has also been kept in the library.
<http://gcambalacanthry.ac.in/feedback-2/>

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
MCom	I	60	60	60
MA	History-I	60	24	24
MA	Hindi-I	60	15	15
MSc	Geography-I	40	8	8
MA	English-I	40	23	23
MA	Economics-I	60	22	22
MSc	Computer Science	40	25	25
BA	BA-General	352	319	319
BCom	CAV-I	67	67	67
BCom	General-I	220	219	219

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2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2016	2679	490	84	5	14

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
103	103	11	Nil	Nil	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

As per the guidelines received from the office of the Director Higher Education, Haryana, the College has envisaged a well-defined Mentor-Mentee program. This mentorship approach has enabled the teachers to understand the needs of the learner in a better way. This technique helps the teachers to guide the students in all aspects of life. The mentorship system fosters a sense of belonging and security among the students who are from rural background. As there is wider gap between the urban and rural students on socioeconomic fronts, the mentors encourage the rural students to participate in various events so as to boost their confidence level. The principal appoints the senior most faculty member as the Head Mentor. Students of each class are divided into small groups of 25-30 by the head mentor. As a mentor, each faculty member is given responsibility of a group.

The mentor is intended to act as a protector and role model for his or her mentees, closely monitoring and comprehending their academic, mental, moral, emotional, and social well-being and assisting them in grooming in a better way. Mentors use the 3A technique of mentoring, which includes availability, analytical thinking, and active listening. The Mentors responsibility also includes identifying and correcting the wayward and unwanted features in the demeanour and behaviour of the students gently and compassionately. Mentorship classes are held on a regular basis, and an Annual Committee has been formed to oversee the programs smooth operation and overall accomplishments. Mentors keep proper record of their mentees attendance. Every meeting has a prefixed agenda as announced by the Head Mentor. The mentors ensure the active engagement of all the mentees in group discussions on the given agenda and experience sharing is encouraged for everyone's benefit. Such group discussions not only improve the communication skills of the students but also reorient their minds.

Mentors provide career advice to students in their last year of graduation course. The placement cell of the college makes arrangement for taking the students to the job fairs organized by the Higher Education Department in various colleges. Mentors ensure the participation of their mentees in such on-campus placement activities. The mentors also inform their group members about the scope of higher education. The mentoring system has not only benefited students, but it has also enhanced the link between mentors, mentees, and parents, resulting in a considerable improvement in students overall performance. The individualistic approach of mentorship program has helped the institution to be more vigilant about the performance index of each and every student of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3169	103	1 : 31

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
98	52	46	9	21

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
2016	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	1201	1	11/11/2016	10/05/2017
BA (Journalism)	1155	5	11/11/2016	10/05/2017
BA (Journalism)	1153	3	11/11/2016	25/07/2017
BA (Journalism)	11511	1	11/11/2016	03/08/2017
BA	1016	6	25/04/2017	07/08/2017
BA	1015	5	11/11/2016	22/03/2017
BA	1014	4	25/04/2017	09/12/2017
BA	1013	3	11/11/2016	17/04/2017
BA	1012	2	25/04/2017	13/11/2017
BA	1011	1	11/11/2016	14/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation of students performance is an important aspect of the teaching and learning process. The institute uses a multi-faceted evaluation approach that includes both academic and co-curricular evaluations. The institute has adopted a variety of techniques to accomplish this. A transparent system of Internal Assessment is used for academic evaluation, as per the criteria of the affiliating university, and is based on two class tests, assignments, and student attendance. Students are given the topics from their respective studies and are expected to submit assignments that are graded using a rubric method. Regular class tests are held by the subject teachers along with teaching. The marks of two best tests are added in the internal assessment of the student. Various departments in the institution hold group discussions, student seminars and quiz competitions to discover advanced learners who are then guided by subject professors for better performance in university exams and other competitive exams such as UGC-NET, CSIR-NET, JRF, GATE, and others. As per the demand of subject teachers the library of the college provides various reference books and e- resources for extensive studies to the advance learners. Faculty members conduct extra classes for slow learners in order to answer doubts and re-explain essential themes. Such pupils are offered study materials, daily tests, and extra homework in order to improve their performance. Academic

counseling is provided by the mentors who recognize the learners needs and interests. For this special tutorials are conducted by the mentors once in a month. Poor performance due to Frequent absenteeism is dealt by Lecture Shortage System. The students are required to complete 75 attendance in individual subjects. The students with less than 75 percent attendance are informed from time to time to complete the minimum requirement in this regard. The students having less than 60 percent attendance are detained and not allowed to appear in the university examination. The students with full attendance are given incentive in terms of marks in internal assessment as per norms of the Kurukshetra University. This lecture shortage system improves the attendance of the students in the classrooms that directly affects their performance in academics. Institute believes that each student has individualistic creative skills, so curricular evaluation is carried to bring out the hidden talent of the students through Talent search, youth festivals, competitions organized by various cells and clubs. Thus institute follows a holistic evaluation system that evaluates the learners on academic, curricular and co-curricular parameters.

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

The institution is associated with Kurukshetra University, Kurukshetra, and all academic, curricular, co-curricular, and extra-curricular activities are conducted in accordance with the university academic calendar. For both odd and even semesters, the academic calendar lists the days for admission, teaching, holidays, and exams. The Academic Calendar clearly specifies 15 days for admissions for Undergraduate and Post-Graduate classes, as well as the start of each semester, which is strictly adhered to by the institution. The University norm of 180 teaching days (90 days per semester) is strictly followed. If the number of teaching days falls short of the requisite number as per the academic calendar, it is the obligation of each faculty member to schedule extra classes. The new session begins with a new student orientation program in which they are introduced to numerous rules and regulations concerning discipline, class attendance, and the assessment process. They are also told about the various cells, clubs, and subject societies that operate in the College. Students are also encouraged to participate in curricular, co-curricular, and extra-curricular activities that take place during the semester. Internal assessment is carried out in accordance with the University requirements and is completed prior to the start of the semesters final examinations. Exams are held according to the University date-sheet, which is issued and announced well in time. University instructions are shared from time to time for the process of re-appearing in exams and re-evaluation of awards, and they are communicated to students well in advance through College Notice Boards, class teachers and mentors. All the academic, curricular, co-curricular and extra-curricular activities are planned according to the academic calendar.

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://gcambalacanthry.ac.in/co-2016-17/>

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

2114	MA	ENGLISH	20	1	5.00
2144	MA	HINDI	23	16	69.57
1156	BA (Journalism)	III	40	18	45.00
1396	BTTM	III	12	Nil	0
1216	BCA	III	56	29	51.79
1296	BSc	Non- Medical-III	97	49	50.52
1296	BSc	Medical- III	31	19	61.29
1236	BCom	Computer Application	56	14	25.00
1236	BCom	General- III	190	79	41.58
1016	BA	BA-III	236	45	19.07
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2.7 – Student Satisfaction Survey

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

<http://gcambalacanthry.ac.in/feedback-2/>

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
Nil	0	Nil	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
nil	Nil

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)
International	Psychology	1	3.54
International	Commerce	2	2.07
International	English	1	Nil

[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
Fine Arts	1
History	2
Botany	3

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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
Two cases of conversion disorder	MANOJ KUMAR	International Journal of Research	2016	Nil	GOVERNMENT P.G. COLLEGE AMBALA CANTT	Nil
Effect of work related variables on Human resource development practices in oriental insurance company limited: A study of	SHAGUN AHUJA	Journal for Studies in Management and Planning	2017	Nil	GOVERNMENT P.G. COLLEGE AMBALA CANTT	Nil

regional offices in Punjab and Haryana						
Raising funds from International Market	SHWETA GARG	International Research Journal of Management Science Technology	2016	Nil	GOVERNMENT P.G. COLLEGE AMBALA CANTT	Nil
Family as a Stranglehold: A Postmodernist Study of Saul Bellows Herzog	POOJA GOYAL	International Journal of Information Movement	2016	Nil	GOVERNMENT P.G. COLLEGE AMBALA CANTT	Nil
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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
nil	nil	nil	Nil	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	4	2	Nil
Presented papers	2	30	Nil	Nil
Resource persons	Nil	2	Nil	Nil
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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
Celebration of women's day	Women Cell	5	80
State Level competitions Poetry Recitation, Debate, Declamation, Essay Writing, Rangoli,	Women Cell	5	300

collage, On the spot Painting, Slogan Writing, PPT, Documentary Film, Skit, Short Story writings			
Workshop on Yoga, meditation and naturopathy	Women Cell	5	30
One week self defense workshop	Women Cell	5	300
Jagriti Saptah	Women Cell	5	500
Extension Lectures	Women Cell	5	100
Display of Street Play	Women Cell	5	Nil
10 days workshop on Theater	Women Cell	5	375
Training Workshop on Aids	Red Ribbon	28	56
Blood Donation Camp	NSS	5	80
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS	Workshop on cashless Arthvyavastha	20	100
NSS	NSS	Rashtriya Ekta Diwas	5	500
NSS	NSS	Training workshops on AIDS	28	56
NSS	NSS	Swachta Diwas	3	168
NSS	NSS	NSS DAY	3	150
NSS	NSS	Tree Plantation	1	Nil
YRC	NSS	Blood Donation Camp	5	109

YRC	NSS	YRC TRAINING CAMP	5	65
NSS	NSS	Workshop on cashless transaction	5	100
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	0	nil	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
ON THE JOB TRAINING	BTM	TOURISM OR GANIZATIONS	Nil	Nil	16
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nil	nil	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
130.32	130.32

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing

[View File](#)

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23308	7775642	731	200000	24039	7975642
Reference Books	254	70438	Nil	Nil	254	70438
CD & Video	72	23956	Nil	Nil	72	23956
Weeding (hard & soft)	424	59319	1	330	425	59649
Library Automation	1	30600	Nil	Nil	1	30600

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

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

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	127	4	0	0	0	18	16	0	0
Added	71	0	0	0	0	0	0	0	0
Total	198	4	0	0	0	18	16	0	0

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

5 MBPS/ GBPS

4.3.3 – Facility for e-content

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

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
220.75	220.75	1.96	1.96

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)

For effective and desired outcomes in academics, co-curricular and extra-curricular activities, it is a pre-requisite that both procedures and policies should be student-centric and are customized as per the requirements of the staff and students. The institutional policies pay equal attention to maintenance and augmentation of infrastructure. The Principal after getting feedback from the heads of all the departments, reviews the existing infrastructure and discusses that with the college council for budget allocation and execution of the plan as per the grants and funds received from the state govt. and Department of Higher Education, Haryana for the same. Every year an orientation program is organized for the newly enrolled students to introduce them with all the facilities and resources available in the college. The students are introduced to the library and its proper functioning and usage. Appropriate use of laboratory equipment is explained to the new students. For adequate utilization of available resources, every department has a well-designed policy which is displayed for the perusal of all concerned. All the class-rooms and laboratories are allocated to different programs and courses as per the College time-table. The College has well equipped and ventilated staff-room, girls common room, students home, ICT enabled seminar hall and a multi-purpose hall. In addition to these facilities, the college also has adequate sports facilities to address the fitness needs of students as well as teachers. There is one badminton court, one volleyball court, a kabaddi ground and a multipurpose hall for indoor games. The College building falls under the purview of Public Works Department, Haryana and all the major works of construction, alteration and maintenance are carried out by the PWD Department, however, minor repairs and renovations are done through Building Committee of the college with prior approval and sanction of the Principal and the College Council. Annual stock verification is carried out every year and the unserviceable, unusable or condemned items are separated for repair or auction as per the Govt. norms by the College Dilapidation Committee. The laboratory staff ensures that laboratory equipment is in good condition and functional all the time. Instruments and other equipment requiring periodic calibration are re-calibrated in-house wherever possible using scientific protocols otherwise professional help is sought on payment basis. The Augmentation of Lab Fund received from the State Govt. is distributed among various departments as per their requirement. All the new purchases are made by the Central Purchase Committee of the College in consonance with the norms and policies of the State Govt. A designated annual Committee physically verifies all such items and proper entries are made in the college property register and stock registers of the concerned department. For the proper sanitation and cleanliness of the whole campus, the college has regular staff, in addition to the outsourced staff. The security staff of the college has been outsourced to Jwalaji Security Services. PWD support staff is intimated if there is some major requirement pertaining to electricity and water arrangement.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Consolidated Stipend for SC, PMS for BC, state meritorious incentive for PG, merit Scholarship for UG Girls Renewal and Fresh, Merit Scholarship for Urban Boys Girls, Rural Boys Girls	1308	13655940
Financial Support from Other Sources			
a) National	00	Nill	0
b) International	00	Nill	0
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
Develop English Skills and Pronunciation	10/08/2016	196	G.C Ambala Cantt, English Language Lab
10 Day Workshop on Theater	05/09/2016	375	Mr. Uma Shankar
10 day workshop on Self Defence Training	21/01/2017	300	Ms. Sonika
4 day work shop on Yoga, Meditation and Naturopathy	11/02/2016	150	Dr. Preeti
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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
2016	Extension lectures in the	56	56	Nill	Nill

	Placement Cell--- About financial market, instrument, failure and implication				
2016	Extension lectures;" Time management, general awareness and quantitative ability	110	110	Nil	Nil
2016	Extension Lectures Myths and reality of investment: as a layman how do you think about market	103	103	Nil	Nil
2016	Extension Lectures How to enhance students employable skill	54	54	Nil	Nil
2017	Extension lectures Stress management and success-how to defeat stress in life	90	90	Nil	Nil
2017	Training and orientation program on placement	142	142	Nil	Nil
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
1	1	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
NIL	Nil	Nil	Inter Globe Reliance Jio Spectrum Talent Management Navbharat Fertilizer ltd. Inspire Consulting Team Lease G.V.R Insurance ICA 4 Jobs etc	47	Nil
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
2016	25	Bachelor in Science	vt. PG College, Ambala Cantt.	vt. PG College, Ambala Cantt.	Masters in Computer Sc.
2016	4	Arts	vt. PG College, Ambala Cantt.	vt. PG College, Ambala Cantt.	Masters in Punjabi
2016	5	Arts	vt. PG College, Ambala Cantt.	vt. PG College, Ambala Cantt.	Masters in History
2016	3	Arts	vt. PG College, Ambala Cantt.	vt. PG College, Ambala Cantt.	Masters in Hindi
2016	4	Arts	ovt. PG College, Ambala Cantt.	ovt. PG College, Ambala Cantt.	Masters in English
2016	5	Arts, Commerce	ovt. PG College, Ambala Cantt.	ovt. PG College, Ambala Cantt.	Masters in Economics
2016	3	Arts	Govt. PG College,	Govt. PG College,	Masters in Geography

			Ambala Cantt.	Ambala Cantt.	
2016	8	Commerce	Govt. PG College, Ambala Cantt.	Govt. PG College, Ambala Cantt.	Masters in Commerce
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
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
19 th Annual Athletic Meet	Intra College	128
Vasant Utsav	Intra College	84
Talent search	Intra College	200
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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
Nil	nil	Nil	Nil	Nil	Nil	nil
No file uploaded.						

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

The College provides ample opportunities for students to participate and voice their concerns on many administrative and academic committees. It strengthens the democratic structure and mode of functioning of the college and engages them in meaningful and productive activities. Almost all the college activities and functions are assisted by student volunteers. Mass Communication students involvement in newspaper editing, designing, and printing is remarkable and impressive. It provides experiential learning to the students. They gather information about the problems of students and try to help them by expressing their views though their paper. They also started a YouTube channel to enhance the capability and confidence of the students. They made videos and published them on YouTube. Exposure to the camera helped students to increase their confidence as well as their personality, which would be helpful for them in the future in career building. Through Earn while You Learn scheme, students get financial support in addition to work experience while working with with different departments. They learn the skills of management and also how to handle studies and work simultaneously. There are a number of other college committees such as ICC, IQAC and Sports Board where students involvement is ensured whenever required and their active participation is sought.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution's firm belief in the practice of decentralization and participative management can be clearly seen in its way of constituting various annual administrative committees, societies and clubs which involves employees and students at all levels. From the Head of Departments (HODs) to Faculty, Support Staff and the students -everybody ensures better management of decisions and their implementation at all levels. The Principal also believes in the philosophy of decentralization and involves faculty members and students in decision making and implementing policies. Rotary Club of students and Eco clubs are also operational in the college.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	In the field of examination and evaluation the institution is required to follow the University guidelines. Examination forms are filled online, examination fee is deposited online, and the admit cards of students are generated online. The internal assessment of the students is submitted online on the university portal and the same is also displayed on the College notice board. The Principal, College Council and Registrar House Examination ensure timely compliance of uploading of attendance and internal assessment of students on university portal. The College has been earmarked as University 'On the spot evaluation' center.

Human Resource Management	The College always makes effort for best human resource management. Teachers are trained and then involved in a number of activities of the College. Execution of all the major decision of the College is made through various committees. Area of interest of teachers and their expertise are always taken into account while assigning them any job.
Research and Development	Research is always an important component of higher education. College administration inspires faculty members for research in the area of their interest and requirement for the benefit of both faculty and the students. Teachers are inspired to write quality research articles for research journals, edited books etc. They are also inspired to publish books as sole authors.
Library, ICT and Physical Infrastructure / Instrumentation	Library is fully automated since 2005 and the software in use is SOUL 2.0 having 27000 text books, 460 reference books, 15 newspapers, subscription of 19 magazines, 04 journals, 01 Employment News, a separate Book Bank consisting of reference books, general knowledge books, encyclopedias, atlas, dictionaries, thesaurus, biographies etc. E-resources are available through INFLIBNET. College library committee recommends weeding out of old books and purchase of new ones.
Industry Interaction / Collaboration	Career Counselling and Placement Cell of the College invites resource persons from industry to have interaction with students. Excursions to industry are arranged for the students so that they can have an exposure of the actual working environment. Placement drives are organized in the College. Collaborations are done with various industries where students do the internship which is mandatory in some courses.
Admission of Students	The College follows Central online admission process initiated by DHE, Haryana in consonance with the rules and regulations of the affiliated university and reservation policy of Govt. of Haryana. The College uploads information regarding number of seats available in a program, subject combination, fee structure etc. on the Admission portal. Candidates are

	required to fill the online admission form and upload all the required documents. After e-verification, a centrally generated merit list is displayed on the portal and the candidates are required to deposit fee online/offline mode.
Teaching and Learning	Innovative teaching methods are adopted by the teachers, PPTs and interactive teaching techniques are being used by faculty. Seminars, group discussions, presentations, assignment work, case studies etc. are also used by the teachers to make the teaching and learning effective, wherever applicable. E-content is also shared and provided to the students through the platform created by the Directorate of Higher Education, Haryana.
Curriculum Development	The college, being affiliated to Kurukshetra University, Kurukshetra follows the curriculum developed by the University. The teachers review the curriculum regularly and give their inputs directly as members of Board of Studies of University or indirectly to the teachers of university or other institutions who are members of Board of Studies so that whenever the curriculum is revised by the University, their suggestions may be incorporated.

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

E-governance area	Details
Administration	The College follows central online admission process of DHE, Haryana. Information regarding number of seats, subject-combination, fee- structure, last dates, list of colleges and documents required is uploaded on the Admission portal. Candidates get assistance for filling the admission form in the College through help-desks. After e-verification of the forms, shortcoming, if any, is conveyed to the candidate through an auto-generated message. Once the first and subsequent merit list is uploaded, the selected candidates get their documents verified by the College admission committee and the candidate is allowed to deposit fee in online/offline mode
Administration	The Principal coordinates and supervises all the administrative functions of the institution. The

	administrative set-up of the College has various positions for smooth functioning of the work. It has HODs, Office Superintendent, Bursar, Accountant Assistant and other ministerial staffs for the smooth and efficient working.
Planning and Development	Time table is prepared according to the Academic Calendar of the University and conveyed to all Departmental Heads and also displayed on the College notice-boards for the students. Lesson Plans which divide the entire course content in a systematic way is developed at the commencement of each academic session. These Lesson Plans are thereafter uploaded on the Department of Higher Education link/ website. College also has its perspective plan for development. All the plans are shared with various Intra- committees electronically.
Finance and Accounts	The students deposit their fee in both online and off-line mode. Payroll software is used for salary dispersal and online mode is used for utilization of grants. The statutory dues are paid online on regular basis. All the information related to salary of teaching and non- teaching staff is recorded in computerized form. Filing of returns related to TDS, sending university's share of college funds, maintaining provident fund record of employees etc. are maintained in electronic form.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nill	Nill	Nill	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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Nil	nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Winter School	1	01/12/2016	21/12/2016	21
Workshop	1	04/01/2017	07/01/2017	4
Short term course	1	20/10/2016	26/10/2017	7
Orientation Programme	1	18/05/2017	14/06/2017	28
Short term course	1	17/01/2017	23/01/2017	7
National Workshop	1	17/04/2017	24/04/2017	8
Faculty Development Programme	1	30/11/2016	06/12/2016	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	4	1	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Since, the college is under the aegis of Govt. of Haryana thus all the welfare schemes applicable to government employees are available for the members of teaching staff. A list of such schemes are: - 1. Assistance for higher education. 2. Loan and advances for purchase of plot/flat/ built up house/ construction of house 3. Loan and advances for marriage of own/children 4. Loan and advances for purchase of vehicle 5. Loan and advances for Computer, etc. 6. Fixed/floating</p>	<p>1. Assistance for higher education. 2. Loan and advances for purchase of plot/flat/ built up house/ construction of house 3. Loan and advances for marriage of own/children 4. Loan and advances for purchase of vehicle 5. Loan and advances for Computer, etc. 6. Fixed/floating Medical allowance 7. Medical reimbursement 8. Cash less medical facility for chronic diseases 9. Leave Travel Concession 10. Loan for wheat purchase 11. Festival Advance 12. Cycle allowance to class-</p>	<p>1. Consolidated stipend scheme for the welfare of scheduled caste students pursuing higher education in Govt. Colleges Haryana. 2. Post Matric Scholarship for welfare of Backward classes 3 Providing books to SC students of Govt. Colleges. 4. A scheme introduced by the Haryana Govt. for merit scholarship to under graduate girl students 5. Haryana state (Meritorious incentive scheme) scholarship scheme 6. Haryana state meritorious incentive scheme for the students</p>

Medical allowance 7. Medical reimbursement 8. Cash less medical facility for chronic diseases 9. Leave Travel Concession 10. Pension/NPS scheme 11. Gratuity on retirement 12. Encashment of Earned leaves 13. Compassionate financial assistance to the dependents 14. Loans/Advances for education of children of government employees 15. House Rent Allowance 16. Physically Challenged Allowance

IV employees 13. Washing allowance to class-IV employees 14. Pension/NPS scheme 15. Gratuity on retirement 16. Encashment of Earned leaves 17. Compassionate financial assistance to the dependents 18. Loans/Advances for education of children of government employees 19. House Rent Allowance

who attain merit position in CBSE annual exams 7. Stipend scheme for the welfare of grand children of freedom fighters. State Merit scholarship 9. Lower income group (non-plan) 10. Earn While You Learn Scheme 11. Excursions and Tours for male students 12. Excursion and Tours for Female students 13. Scheme for promotion of sports activities 14. Augmentation of laboratories 15. Placement Cells in the Govt. Colleges 16. Educated Youth Allowances and Honorarium Scheme 17. NCC 18. NSS 19. Book Bank 20. Student Aid Fund 21. Women Development Cell 22. Youth red Cross 23. Rotary Club 24. Eco Club 25. Red Ribbon Club 26. Legal Literacy Cell 27. Talent Search 28. Annual Sports Meet 29. Maintenance of physical standards for sports persons 30. Provisions of sports kits to sports persons on half rates 31. Bus Pass/Railway pass 32. Free Passport Scheme 33. Vasantosav Utsav.

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: The College has a systematic mechanism of Internal Audit for all the financial activities which take place from time to time. After getting the requirements from different corners and subsequent approval of the Government/Principal, the Purchase Committees make purchases of the required items as per administrative and financial procedure and rules. The Convener of Purchase Committee along with the Bursar of the college keeps strict vigil on the purchase system and procedure. To make the system more robust and transparent, the bills are perused by the Principal, before final payments are made. All the financial transactions and payments released by the Principal are put forward to external audit agencies as well. All the vouchers and bills are duly audited by a team and maintained in day books and cash books. Proper records of the Grants received from agencies like DHE, UGC, and other funding agencies for organizing academic and research activities are properly maintained. **External Audit:** The College believes in full transparency of all financial dealings and therefore it ensures that all its expenditures are audited, not just internally but also through various external audits. The

audit of all the funds and grants are conducted periodically by Local Audit, Govt. of Haryana and Accountant General, Govt of India. Further, to maintain a prism of clarity, the college ensures the audit for the Post-Matric Scholarship, Consolidated Stipend Schemes and other schemes for the student received from State Govt., is conducted regularly by the Audit Cell, in the office of DHE Haryana, Local Audit, AG audit teams. To keep the record crystal clear and to ensure accountability, the clerical staff of the college prepares the Day book and Cash books clearly indicating the amount spent under different heads during those particular periods. These are signed by the Office Supdt/ Clerk, Bursar, Principal and made available to all external audit teams during various audits.

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

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

6.4.3 – Total corpus fund generated

000

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	Kurukshetra University, Kurukshetra DGHE and District Administration	Yes	Principal and IQAC
Administrative	Yes	DGHE and District Administration	Yes	Principal , College Council and Staff Committees

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

NIL

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

NIL

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

New labs were established in the college under RUSA Repair and renovation work was also undertaken under Rusa Introduction of new course I.e. Bachelor of Business Administration.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No
c)ISO certification	No

d)NBA or any other quality audit

No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Theater Workshop	05/09/2016	05/09/2016	19/09/2016	375
2017	Jagriti Saptah	16/01/2017	16/01/2017	21/01/2017	500
2017	Self Defense Training	21/01/2017	21/01/2017	28/01/2017	300
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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
10 day workshop on theatre on Women and Gender Issues	05/09/2016	19/09/2016	200	175
Extension Lectures on Sexual Harassment at Workplace & Dignity of Women at Workplace	09/03/2017	09/03/2017	50	50
Jagriti Saptah, a series of lectures,	16/01/2017	21/01/2017	300	200
One Week Self - Defense Workshop	21/01/2017	28/01/2017	300	Nil
4 Day Workshop on Yoga, Meditation and Naturopathy	02/02/2017	14/02/2017	147	Nil
lecture: "Journey of Indian Women through Centuries," and " Women	16/01/2016	16/01/2016	50	40

Empoerment" by Prof Sunita Pathania				
"Stress Management" and " Positivity in Life" by Prof. Archna Jindal from Mullana university Sadopur	17/01/2017	17/01/2017	30	40
"Cyber Crimes Against Women" and "Laws of Prevention" by Mr. Balwant Singh, Incharge Cyber Cell, Ambala	18/01/2017	18/01/2017	40	30
"Victim of Domestic Violence and Sexsual Violence survivors" and "Myth and Reality about Women in Indian Society" by Ms. Reena, Counselor and social Worker.	19/01/2017	19/01/2017	40	35
Women Health, diet and Nutrition by Gynecologist, civil hospital Ambala Cantt,	20/01/2017	20/01/2017	80	Nill
"Legal rights of Indian Women" and "Women and Activism" by Ms, Sudesh, advocate and Social activist.	21/01/2017	21/01/2017	60	55
State Level competitions Poetry Recitation, Debate, Declamation, Essay Writing, Rangoli, collage, On the	18/02/2017	18/02/2017	200	100

spot Painting, Slogan Writing, PPT, Documentary Film, Skit, Short Story writings on the topic " GENDER EQUALITY: MYTH OR REALITY"				
Extension lecture on "WOMEN EMPOWERMENT" during NSS Camp	28/03/2017	28/03/2017	50	100
Rally on BETI BACHO by NSS	30/03/2017	30/03/2017	50	100

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
<p>NSS Units of the College organized 7-Day camp on the theme SWACCH BHARAT, SWASTH BHARAT from March 24th to March 30th, 2017 to sensitize and motivate students towards environmental consciousness and sustainability. During this week, students actively participated in the sanitization and cleaning of the whole campus along with the adopted slum area. Students visited the Jhuggi Jhopdi area everyday and made the residents aware regarding health and sanitization. Student volunteers planted trees in the college campus and watered the plants. They were also educated through a number of extension lectures on the hence mentioned issues ---- Bio-Diversity, Our Contribution in Pollution Control, Food security and Environmental Protection. Environmental Science is also a compulsory course in all the undergraduate programs. Students are thoroughly sensitized and educated about different natural resources, ecosystems, Bio-diversity and its Conservation, environmental pollution, Climate Change, Global warming, Acid-Rain, Waste -Land reclamation etc. Students have to submit a project-report and write a three hour exam, thus, familiarizing and sensitizing them to the environmental issues to the optimum level possible. NSS Units of the College organised a special drive on cleanliness on the occasion of Mahatma Gandhi's birthday i.e. 02.10.2017. In this drive 168 NSS volunteers actively participated in sanitizing and cleaning of the College campus.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	8

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
2017	1	1	24/03/2	7	Visit	Beti	150

			017		to slum areas	bachao, Beti Padhao. Sanitization and cleanliness drive
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No file uploaded.

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
One Day district Level Training workshop on HIV AIDS	21/10/2016	21/10/2016	84
One week program "Cashless Week"	21/01/2017	27/01/2017	120
One Week NSS Camp on Swacch Bharat Swasth Bharat	24/03/2017	30/03/2017	150
An interactive session on the topic "Information Overload–Causes, Symptoms and Solutions"	27/09/2016	27/09/2016	150
District level competitions Essay writing, Slogan writing, Speech and Declamation, Debate, Skit, Poetry Recitation, On the Spot Painting, Power Point Presentation, Documentary film and Quiz --- Topics--- Protection of Women From Domestic Violence,	07/02/2017	07/02/2017	150
Blood Donation Camp in collaboration with JCI organised by the NSS and NCC Units of the College	15/09/2016	15/09/2016	150

[View File](#)

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

1. Ban on the use of plastic since 11-02-2016 vide memo no: GCA/2016/466 2. Maintenance of Botanical Garden of the College. 3. Students were made aware about the importance of environment sustainability through the extension lectures on Swatch Bharat during 5 day workshop organised by NSS Units in collaboration with Youth Red Cross Society of Ambala from 19th to 13th of Jan, 2017. 4. One week NSS Program from 24th to 30th of March, 2017 on the theme Swatch Bharat, Swasth Bharat. Tree plantation drive was successfully run during this week. 5. NSS Units of the College organised a special drive on cleanliness on the occasion of Mahatma Gandhi's birthday i.e. 02.10.2017. In this drive 168 NSS volunteers actively participated in sanitizing and cleaning of the College campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Environment Consciousness and Sustainability: Objectives of the Practice • To inculcate environment consciousness among students by facilitating their participation in various green initiatives • To make the students aware of the adverse effects of climate change and global warming • To raise awareness among students and the general public about the advantages of using various green practices to reduce carbon emissions • To develop required skills and expertise among students to deal with conspicuous environmental challenges The Context The Course of Environment education is prescribed by the University as a part of the curriculum with an aim to make the students aware about the importance of clean and green environment. On the recommendation of IQAC, various clubs, societies and forums like: NSS, YRC Club, NCC, Eco Club were installed in the college. Under the aegis of these clubs and societies, a committed team of 50 students remain active in and beyond the college premises for disseminating the message of sustainable environment. Apart from that these committees work meticulously to promote sanitation and cleanliness. The Practice Eco Club and other Clubs strive to spread awareness amongst masses by involving them in various green practices. With this commitment, these clubs organize diverse activities on environment related issues such as: Rallies, Door- to -Door campaign, Regular cleanliness drives of the campus, Tree Plantation Drive, Displaying Instructions and Slogan Writing in the campus and outside as well, besides labeling some of the plants and the trees in the college for their identification. Women Cell and Fine Arts Department take charge of slogan writing and poster now and again with the sole objective of channelizing young minds to create environmental awareness through their imagination in poster making and slogan writing. Rallies enable them to face real challenges of life under the scorching sun as well as to inculcate in them team spirit. Repeated persuasive methods like organizing awareness programmes and door- to- door campaigns also help to convince students and staff members regarding the poor air quality and other forms of pollution. Evidence of Success Keeping in view the ever increasing ecological imbalance, poor air quality index and resultant health hazards, the institution is fully aware of its responsibility towards society. We aim at sensitizing, training and involving our devoted students in this ecological drive for generating awakening and involving masses for a global cause and for this very purpose, students are encouraged to participate in all the college level activities and district level competitions. Problem Encountered and Resources Required The challenge we encounter in instilling environmental awareness in our students is the length of the course, effective strategy formulation and the financial constraints. There has been a significant discrepancy between the theoretical and realistic aspect in academics. For financial assistance, we need to seek assistance from local and governmental agencies. 2. Title of the Practice: Gender Sensitization Objectives of the Practice • To instill sense of equality,

justice, mutual respect and accountability among the students of both the genders. • To generate awareness regarding equality in law, social system and democratic activities. • To provide an integrated and inter-disciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in society. • To advocate and ensure same personal freedom for men and women, protection against all sorts of aggression and exploitation. • Equality of men and women with regard to social, economic and political representation and participation. The context Our College takes pride in being one of the safest and best sensitized HEI of the district as far as gender equality and safety is concerned. The ratio of male and female staff as well as that of male and female students speaks volumes to authenticate this claim of ours. Usually, women are treated differently and unequal than men in career, home, society etc. it's a common type of discrimination that we see throughout the world even in developed countries. Moreover, laws related to gender sensitization is not only crucial for balanced development of young minds but also help our students in building correct moral values, self discipline and national spirit. Initiatives were taken for gender awareness and sensitization in the society regarding rights of women. It has been observed that gender discrimination exists at all walks of life and every part of society including everyday conversation at work place and public place. The Practice The College has an active and well-equipped Women Development Cell that addresses all the gender related issues through a number of awareness generating programmes, events, extension lectures and competitions. The Cell gets financial assistance as Women Cell grant from the state government. The development cell also looks into various special needs and safety requirements of the girl students and is always prepared for their assistance and counseling. The College facilitates girl students with common room, dedicated girls wash rooms, water-coolers, parking facility, recreational gadgets and facilities in the girls common room, sanitary pads vending machine and incinerators etc. A provision of health check up and guidance on health, nutrition and hygiene under the supervision of the doctors and qualified medical teams is a regular feature. To maintain a gender sensitive environment 'Women Grievances Cell' also deals with cases of complaints where face to face interaction and counselling resolves such issues. In addition to this the College also has Internal Complaint Committee on the UGC guidelines to take care of all the issues of sexual harassment at workplace for girls and female staff. Women Development Cell organizes special Self-Defense workshops, Yoga and aerobic classes for the girls. Girls are motivated to participate and enroll in NCC and NSS wings of the College, as it strengthens and develops their confidence and leadership qualities. Special efforts are also made through Legal Literacy Cell to familiarize them with their constitutional rights and safeguards. Special skill development workshops are also planned and organized for the overall development and empowerment of girl students of the College. College is also inspired by the Govt. Scheme of 'Beti Bachao, Beti Padhao. All the committees of the college initiate activities time and again to make our students sensitive about this issue. Evidence of Success Our cultural beliefs reinforce the idea of acceptable behavior of males and females. This includes various socializing agents like parents, teachers, media, etc. Legal Literacy cell of the college organizes lectures of advocates on gender issues time to time. These lecturers are really informative for our students and sensitize students towards fair gender. Students are counseled to treat their class mates equally and they are given evidence by their teachers who treat their students equally. College teachers keep close eyes on the students to see their behavior. Although, deeply rooted gender roles can be changed over time since social values and norms are not static. We can also vouch that gender roles are not static but they differ with culture, society and historical periods. Contextualization is the key to any concept we like to inculcate or sensitize in our students. Ministry of women and child development also plays

the role of a torch bearer in breaking gender stereotypes. It helps people in examining their personal beliefs and attitudes and questioning the realities of both sexes. Our college is on the path of making people aware of the need of gender equality through its students. Problems encountered and Resources Required Problem occurred when we try to break stereotype views of culturally and socially constructed roles. Gender of a human being is biologically different and it doesn't change with place and time. Usually women are treated unequal and as second sex in society. Precisely, it is the psychology of a human that makes this differentiation based on their upbringing and social environment. So the biggest challenge is to change the psychology through law and education. WE can do it by treating opposite sex equally or more politely. The resources required for this is definitely financial initiatives and mental training. Workshops are required and finally monitoring over the change is our prime concern. We gave this carte blanche to our students to express their views and we try to quench their thirst and all these kinds of questions asked.

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

<http://gcambalacantthry.ac.in/best-practices-2019-20/>

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

Government PG College, Ambala Cantt is one of the premier institutes established under the aegis of the Department of Higher Education, Haryana as an institution of Knowledge and Service. The institution is committed to nurture the bubbling enthusiasm and overflowing energies in a positive and constructive way. The ability and aptitude are tapped and diverse scientific tempers, aesthetics and values are recognized and celebrated. To realize this, the College provides best educational facilities, library support, environmentally healthy campus, well- equipped Language Lab and laboratories. To help the needy and meritorious students, Earn While You Learn and various scholarship schemes are provided by the College. Our library established in June, 1997 is equipped with a huge data base in SOUL software and more than 24039 books, with easy accessibility for the students and staff. Around 15 newspapers, 19 magazines and 1 Employment News is prescribed in the library. The Accounts Branch, the Administrative Block and the Examination Branch are fully computerized with technically trained staff. One fully furnished and well-equipped Language Lab is also functional with trained and experienced teachers to help the students boost their confidence in English language, thus, improving-upon their overall personality. In continuation to the efforts of providing employment to students, Career Counselling and Placement Cell of the College regularly organize placement drives. The sprawling campus of the College is an epitome of greenery and it is due to the continuing efforts of the College staff and support received from the State Government. In addition to a variety of ornamental plants, the College boasts of a well- maintained Botanical Garden with a number of medicinal plants as well. A conscious effort is made by different clubs and societies to strengthen the moral fabric and mental abilities of the students so that they become positive and enlightened individuals. The College has congenial and cogent academic environment, highly qualified, competent and committed faculty and humanitarian approach to transform creative temper and hesitant smiles blossom into young talent--- vibrant and versatile. <http://gcambalacantthry.ac.in/mission-and-vision/>

Provide the weblink of the institution

<http://gcambalacantthry.ac.in/>

8.Future Plans of Actions for Next Academic Year

The Internal Quality Assurance Cell (IQAC) of the College has taken initiatives in preparation of the perspective plan for the session 2017-18 Academics 1. The institution will adhere to the academic calendar which will be provided by the KUK. 2. All the departmental heads to prepare the academic calendar for important events, curricular, co-curricular, extra-curricular and extension activities for their respective departments. 3. To attract highly qualified and experienced personnel (extension lecturer) for faculty positions for imparting quality education and skills and motivating the students. 4. Faculty to prepare the lesson plan for their respective classes and subjects so as to ensure better quality in teaching. 5. Result analysis of the session 2016-17 examination will be carried out by the examination branch. 6. University norms related to the attendance of the students will continued to be strictly followed. Administration 7. Annual committees will be constituted for the performance of various administrative and other developmental works of the institution and the same will be communicated to the teaching and non-teaching staff. Infrastructure 8. New Labs will be established and repair and renovation work of the existing labs will also be undertaken. 9. Installation of printers, biometric machines, wifi routers will be made for enhancing the use of ICT in the institution. 10. New Computer system will be provided to the Geography department for the Remote sensing and GIS lab purpose. 11. Sports ground of the college will be levelled. Students 12. Programs will be organized at college, district and state level for the overall wellbeing of the students. 13. Mentor groups will be formed and their meetings will be organized to solve the problems of the students and also for taking their suggestions for making further improvements in the institution. 14. Self Defense Training program will be organized for the girl students 15. Organize inter college competitions or events by the departments and cells. 16. Various career guidance workshops will be organized under placement cell so as to provide career paths to the students. 17. Job Fair will also be organized by the placement cell so as to provide the job opportunities to the students. 18. Institution will organize Athletic meet and students will be encouraged to participate in sports activities Faculty 19. Faculty will be encouraged to perform research related activities. 20. National Level Seminars will be organized by the departments under the aegis of Directorate Higher Education, Haryana. 21. Faculty of the institution will be encouraged to participate in the Seminars and Workshops for the enhancement and upgradation of their knowledge. Social Responsibility 22. NSS Unit of the college to organize activities for the welfare of society so as to enable students to learn how to fulfill social responsibility. 23. To concentrate on the environmental concerns plaguing the earth due to industrial activities and deliver mitigation efforts.