SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT COLLEGE NALWA

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College Nalwa was established in 1981 with the motto of spreading education at grass-root level, to be able to create better human beings. Based in a rural area, we are proud to state that ours is an eco-friendly campus, with a green campus that is spread across 5 acres. The institute has total 25 faculty members, including 21 regular employees, 3 extenstion lecturers and principal . Our staff includes highly educated professionals with the accreditation of Ph.D. and M.Phil.. The campus is well equipped with well-ventilated classrooms, a resourceful library, computer labs, smart class rooms for integrated and advanced learning, a sports ground, and a campus wide lease line internet. These facilities, amongst few others, provide our students the right atmosphere to expand their horizons to attain success.

Existing in the world's largest democracy, college also practice & preach democratic values on campus via various methods, including – forming a College Council, and various committees and clubs to exercise freedom of assembly and speech, inclusiveness and equality, consent, and voting. Girl students are also provided with certain special facilities in the shape of a Women Cell, Legal Literacy Cell and a common room so they can realise what their rights are and how they can be effectively practiced, without getting marginalised.

The college does not let its location come in the way of providing all the necessary facilities and opportunities to its staff and students. Our commitment to quality education is reflected in our highly qualified, competent and dedicated staff members who not only impart education, but in the process also inculcate moral values in students.

Despite most being from the rural areas, our students leave no stone unturned to achieve a level of competence and development that can enable them to succeed. To encourage them further, Sh. Sita Ram Jindal Foundation rewards to students who achieve top results in the college with a scholarship and a gold medal.

Ours is an institution with the will to push the boundaries of human knowledge and provide an unparalleled student experience.

Vision

Being located in a rural area, Government College Nalwa shoulders the responsibility of providing its students with exceptional opportunities that have the potential to make a difference in their lives, especially given their limitation to exposure. It requires a dedicated devotion to teaching and learning in a way that not only helps students succeed in professional lives, but also inspires them to expand their horizons in the realms of research so they can make a difference in various disciplines. Alongside, as students prepare to venture into the world with the empowerment of education and the ability to think critically, the institute also visualizes to empower them to meet the challenges of life with determination and courage.

In achieving so, a crucial vision of the College is to introduce more contemporary and inter-disciplinary subjects, since they have a rapidly growing relevance internationally. This would also require various infrastructural developments. The College strives to provide quality education to its students with a balanced melange of cultural tradition and modernity. In doing so, the institute envisions to adapt a holistic approach that can create an environment of intellectual curiosity, while inculcating values of integrity, compassion and awareness of essential matters that concern the globe.

To conclude, the prime vision of the College is to create a participative community of responsible and responsive educators and students, with the commitment to support and provide for the special needs of a promising rural community.

Mission

Mission:
The mission of the College is very beautifully enshrined in its logo - ASTO MA SADGAMYA, which means - LEAD US FROM UNTRUTH TO TRUTH. Government College Nalwa strives to steer students towards introspection and internalising the vision of the College through every single activity that they perform. The College is committed to provide :
• A distinct environment of academics, interwoven with imparting values of human rights and social commitment.
• To use varied instructional methods and strategies, advanced technologies, and different pedagogical tools and methods of evaluation, as seen fit for the subject matter.
• To adapt teaching techniques that also help students in adapting skills required for professional success.
• To create awareness among students through audio-visual aids, seminars, conferences, group discussions, and interaction with other agencies regarding the current issues of relevance.
• To impart knowledge which will enhance the intellectual capacity of the students to achieve Academic Excellence.
• To build intellectual capital through faculty development and research.
• To initiate gender equity promotion programmes.
With its core value of devotion to leading one towards understanding the virtue of truth, the mission of the College is to create a symbiotic relationship between the faculty & students,
to be able to produce ideal citizens empowered to partake in the process of economic growth within a value system.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:
Some of our main strengths lie in our endeavour for innovation and commitment to provide a competitive and quality learning atmosphere with the best facilities possible. We have employed various techniques to our advantage, ultimately to achieve our missions. Some of them include:
• Having the best practice of student evaluation for the purpose of overall success at core – including, assessing the learning levels of the students to make sure they don't fall behind.
• Organising special programmes for advanced learners and slow learners to provide an assistive teaching system without having a negative impact on student's confidence.
• Our commitment to foster students that are not only academically superior, but also have good moral values.
• Availability of smart classrooms and internet, despite being an institution in a rural area, so the students don't have to compromise on their learning process as compared to those in the cities.
• Facilitation of various infrastructural amenities, including:
o A highly resourceful digital library along with the availability of an E-Lounge for the students.
o A conference hall.
o EDUSAT
o Well equiped Computer, Geography, Psychology, Mathematics Labs.

Institutional Weakness

Institutional Weaknesses:

Our weaknesses can precisely be summed in the following points:

• Locational Disadvantage – Given its rural location, sometimes there can be limited access to certain facilities that could become a matter of challenge.

• The location could also imply that there is a comparative lack of exposure that students have, as opposed to their peers in institutions based in cities. This also sometimes leads to intake of students with low academic grades.

• Another weakness is the lack of resources and aid to inspire and allow the staff to engage in research. There aren't any policies or funding to let the staff carry out relevant research in their areas of expertise, so they can contribute to the expansion of knowledge and motivate their students to do the same in the process.

• Curriculum Constraints – Certain academic and curricular constraints can be identified when looking at the prescribed curriculum. Pertinent changes could be undertaken, but only through University procedures that could often be very tedious. The college feels that there should be more interdisciplinary opportunities by the introduction of courses with contemporary interest and applicative relevance.

• Funding Constraints – We currently face a funding constraint particularly from certain infrastructural developments that have been tending as weaknesses. These developments include:

o Upgradation of the conference hall for a better eating arrangement;Enlargement of the sports ground to increase the scope of activities conducted; and

o Funds needed for the proper adaption and establishment of the newly introduced B.Sc. programme.

Having established that, we are very aware of these weaknesses that surround us, and are motivated to develop a system with our streamlined missions and objectives that aim to turn these challenges into assets, and find suitable solutions to the problems faced.

Institutional Opportunity

• Education for the Millennium's Generation – The college is thrilled, motivated and prepared to welcome the 2020 intake, and lead all our batches to the future of education with diverse technologies that have the potential to build a community of globally connected and moral learners.

• Bridging the gap between cities and rural areas – Irrespective of the demographic background, inclusive education system at the College is dedicated to providing our students with a world of academic opportunities that will also enable them to make thought-through and successful professional decisions. We provide with an atmosphere that has the potential to level up with the facilities of cities.

• Technology enabled active learning – Having access to various technological advanced platforms like Siksha Setu, e-learning resources and educational sessions being conducted via satellite - the college is now focused on how to best leverage these opportunities to the full potential of their connectivity and impact. Both faculty and students have access to these platforms and are encouraged to make the best use of them to supplement their skill set.

• Student centric teaching techniques – The institute focus on teaching-learning techniques that are not restricted to the classroom, but also include various enrichment and enhancement activities. To help students achieve the generic goals of education, we engage in assessment exercises aimed at providing the right training as per a student's requirement. Enhancement of language proficiency and communication skills is also a priority.

• Skill development and scholarships – Inspite of challenging task to motivate the students of rural background, to not undermine their potential and strive for better, Sh. Sita Ram Jindal Scholarship is granted to the top scorers so more and more students feel that their efforts will be rewarded and hence feel motivated.

• Infrastructural facilities – Our rural location is no hindrance in providing our staff and students with the

essential infrastructural facilities. There is a well-equipped library with internet access to encourage research and a stimulated academic atmosphere. We also have computer labs and various other subject laboratories such as Geography, Psychology,Matematics so that our students don't fall behind.

Institutional Challenge

Challenges:
• Hiccups due to staff transfer policies – Staff members are often circulated across various institutions within a university, particularly in their early years of recruitment. Due to the current frequency of this, it is difficult to establish a steady connection between students and their teachers, that is conducive to steady growth. The challenge here is two dimensional and flows both ways. It takes time for new staff to familiarize themselves the new college, understand their students and familiarise themselves with the areas that require sincere efforts for growth and development. And once that process gets interrupted, one has to start from square one. Consequently, it also becomes difficult for students to get accustomed to the teaching methods of new teachers and establish an understanding.
• Lag in Policy Implementation – There is a pervasive lag between policy and its implementation. Faculty recruitment is often delayed due to reasons beyond control, which then leads to the appointment of ad hoc and guest faculty to overcome the shortfall. This system, however needful, is not very stable. Many teachers tend to teach by traditional methods and are not able to adapt to student centric and engaging teaching techniques that college wishes to conduct.
• With the large scale adoption and creation of Technology Enabled Learning Environment, continuous professional development of staff (including ad hoc and guest faculty) is crucial, and not always fulfilled to satisfaction.
• Research restraints for staff - Research is crucial for the advancement of academia and for the students to be abreast with global developments in all fields. Having said so, the current structure of the University does not avail its staff members with funding and opportunities for conducting research.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum delivery mechanism is designed with consideration of vision and mission of the college keeping in view the participative and collaborative learning, The college website contains the details about courses, subjects and learning outcomes. Faculty members at the begining of the session have prepared the lesson plan. The lesson plans for each course distributes the entire content in a systematic way to create awareness among students regarding learning schedule and to enhance their knowledge about curriculum well in advance which motivates them and aid to effective teaching learning process.

The college has strong internal evaluation system through which student's comprehensive knowledge assessed by teachers using various means like assignments, tests, class presentations, group discussions, quizzes and power point presentations. This helps in evaluating the learning abilities of students and teachers can take action for holistic enhancement and improvement in their learning.

Screening of videos/Films, extension lectures by experts, workshops are organised to relate syllabus with real

life situations and make it more interactive. To make effective delivery of curriculum, the information and communication technology tools are used and e-content is delivered to students with the help of smart classrooms.

Teaching-learning and Evaluation

The teaching-learning and evaluation process is transparent. A Centralized online admission system developed by the Higher Education Department of Haryana for admission purpose. On the commencement of academic session, admitted students are counselled by organizing two-day orientation programme. The teachers observe the students learning capabilities and the slow learners are motivated by providing digital study material and encouraged by the teachers to approach them in vacant periods to discuss their problems separately. Now a days online interaction provided by faculty members. The college plans and implements the teaching, learning and evaluation schedules as per the academic calendar published by the University. Lesson plans were also prepared by the teachers and uploaded on the web-portal. ICT tools are important innovative methods of teaching used in the college apart from

traditional methods. College library is rich in terms of books. Students are encouraged to consult Reference Books in addition to textbooks for in-depth knowledge. The principal regularly monitors the classroom teaching to ensure quality. Feedback system established to take feedback from the students to evaluate the performance of the teachers. The institute encourages the teachers to enhance the academic competency by attending capacity building

programmes. The internal assessments are prepared as per the university rules and displayed on the college notice board for the students before finally uploading on the university web-portal. The concerned faculty resolves grievances of the students, if any. Learning outcome of the students is monitored by adopting feedback system, regular attendance, lesson plans, etc.

Campus has facilities for *Divyang*-students like washroom and ramp at ground floor.

Research, Innovations and Extension

Being a UG college, there is little scope for the students of this college to carry out research activities. However, the college provides all facilities to faculty members and encourages them to involve in quality research. As a result of it, as many as **five** faculty members have completed their Ph.D. and **forty-five** research papers have been published in reputed National/ International / refereed / non-refereed journals during the last five years.

The college provides platform for extension and social responsibility to their students through the activities such as campaign against illiteracy, AIDS awareness, cleanliness drives. etc. The college promotes plantation for green environment and cleanliness; awareness programmes to eradicate social evils through its NSS unit. Some other activities like use of helmet, to abide by traffic rules, blood donation camp, health awareness Yoga being organized regularly. Regular talks and seminars are conducted throughout the year by inviting people having expertise in their fields.

The institute also motivates the students for their involvement in various social movements / activities through NSS unit, which promote citizenship rules and social awareness movement. During NSS camps, the students met the villagers and inspire them to make their environment pollution free and aware them about the various welfare schemes run by the State Govt. as well as Central Govt.

Infrastructure and Learning Resources

The institute is established in 5 acers land area . There are two teaching blocks, one administrative block, one library building, lush green lawns, a multipurpose hall, seminar hall, one generator set for uninterrupted power supply etc. There are 13 classrooms out of which 05 are converted into smart class rooms with ICT enabled equipment, DLP Projectors, Smart Boards etc. For making teaching-learning more effective and activity based the college has sufficient numbers of labs. The existing infrastructural facilities are utilized for conducting theory as well as practical classes. In this way, the college has sufficient physical facilities to run the educational programmes and administrative functions efficiently.

The growth in the infrastructure is met out by the Higher Education Haryana and RUSA .To keep pace with the academic growth of the institution, The Government of Haryana allocates budget for physical facilities and academic support facility and the college follows established procedure for maintaining and utilizing these facilities. The college library is fully automated and digital cards are provided to the students for the smooth transactions of library books. Further there are two fully Air conditioned/ventilated computer labs. There is dedicated leased line connection to cater to the needs of IT related activities with bandwidth of three megabits per second. There is one Language Lab established in the college to enhance the communication skill of the students. Apart from this, The institute has math lab, geography lab, psychology lab and physics and chemistry labs to enhance practical knowledge of students. college provides facilities for various indoor and outdoor games.

Student Support and Progression

Government College Nalwa considered the students being the most valuable assets of the nation. Providing progressive corer opportunities to its students is the thrust area of the college. Being a govt. college the fee charged is very nominal. Along with the college facilitates the scholarships to the students provided by government of Haryana and other agencies under various schemes i.e. Stipend for BC students, Post-matric scholarship for SC students and Meritorious scholarship, etc. College is fully equipped with various cells like women cell, placement cell, NSS and others. Placement cell provides various placement and carrier provision activities for the students by conducting mock interviews Group discussion, Personality Development etc.

Students are provided with all round development with a number of capability enhancement and development schemes started in the college including i.e. personality development workshop, soft skill development, language lab, career counseling, and guidance for competitive examination, yoga, meditation and personal counseling. For providing students with a comfortable and peaceful learning environment staff members are always ready to counsel them on various academic and personal challenges faced by them. Also, the college has a grievance cell for the timely redressal of student's grievances/concerns. Students at the college are learned to

work as a team to achieve common goals through their participation in co-curricular, cultural, Sports and Yoga activities. Experienced and enthusiastic faculty members under their supervision foster artistic thinking in the students by involving them in writing articles and also editing and designing of the annual college magazine "Sonjuhi". During the session 2018-19, formal elections were held and an active student council was formed which had active participation in many academic activities of the institution. Outstanding performance in academic and extra-curricular activities of the students is encouraged at the Annual Day Function of the college by awarding prizes and certificates to the deserving candidates.

Governance, Leadership and Management

With an empowered team of 25 staff members, 3 clerical staff members, 3 lab attendants, a computer instructor, 5 Group-D employees, and 2 library staff members, lead by the Principal – the College has an exceptional team of leaders and managers who perform all the given tasks meticulously. Given their assigned areas, all the employees of the college are held together by the vision and missions of the college. They manage the college and perform their tasks with due diligence and dedication. With this attitude of growth and problem solving reflected by the show-runners of the college, we aspire to be leaders in the field of providing top-notch education at the grass-root level of India

Institutional Values and Best Practices

With a commitment to providing exceptional educational experiences to its students, we are also motivated to inculcating principles of morality, social and global awareness, gender equity, and environmental awareness amongst our students.

Some of the best practices followed to achieve the above stated are:

- Creating an eco-friendly and polythene/plastic free campus
- Recycling and composting activities adopted to develop eco-friendly mechanisms for the management of waste generated on the college campus
- Adopting rain water harvesting practices
- To maintain biodiversity one herbal garden is also developed
- Scientific biodegradable waste management is done through vermicompost pits.
- The College has solar power plant installed with the aid of HAREDA for energy conservation and to use renewable energy.
- Steps taken to minimize energy consumption, including the replacement of energy consuming tube lights and bulbs with energy saving CFLS.
- Regular trainings sessions are conducted to develop essential soft skills like communication, team work, effective problem solving, and leadership etc
- Students are also encouraged to pursue internships during the vacations and acquire necessary professional experiences
- Practices of experimental learning are applied via the usage of various methods, such as, PowerPoint presentations, and Audio Visual Aids including screening of plays and documentaries.

- Parents are invited for meetings with the staff so regular feedback can be taken from them regarding the progress of their ward.
- First aid trainings are provided to students so they can enhance their life skills.
- Health check-ups are conducted, particularly for girl students.
- With the aim of empowering and orienting girl students to recognize their true potential, a Women Cell has been created in the College.
- Students Grievance Redressal cell is empowered to look into the matters of genuine grievances of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT COLLEGE NALWA
Address	G.C.NALWA, v.p.o Nalwa, distt Hisar, Haryana
City	Hisar
State	Haryana
Pin	125037
Website	Principalgcnalwa@gmail.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajender Singh Kajal	01663-289654	9416244641	-	principalgcnalwa@gmail.com
IQAC / CIQA coordinator	Garima Mann	-	9416582319	-	gskhatri15@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	24-01-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Haryana	Guru Jambeshwar University of Science and Technology	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	24-01-1994	View Document
12B of UGC	12-02-2010	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	G.C.NALWA, v.p.o Nalwa, distt Hisar, Haryana	Rural	5.5	2466

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Humanities	36	Senior secondary	English,Hindi	320	304
UG	BCom,Commerce	36	senior secondary	English,Hindi	80	30
UG	BSc,Science	36	senior secondry	English	40	8

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				1				20
Recruited	0	0	0	0	0	1	0	1	7	13	0	20
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				17
Recruited	15	2	0	17
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	8	0	11
M.Phil.	0	0	0	0	1	0	2	1	0	4
PG	0	0	0	0	0	0	3	3	0	6

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
Certificate / Awareness	Male	239	2	0	0	241
	Female	63	0	0	0	63
	Others	0	0	0	0	0
UG	Male	265	2	0	0	267
	Female	74	0	0	0	74
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	140	141	162	200
	Female	38	46	43	42
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	90	140	122	110
	Female	40	43	45	23
	Others	0	0	0	0
General	Male	197	178	180	149
	Female	74	94	74	93
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		579	642	626	617

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Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	02	02	02

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	02	02	02

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
617	626	642	579	553

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
136	136	156	136	136

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
123	133	124	112	118

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	18	15	16	16

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	17	17	17	16

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2172978	3210172	2862664	4099962	4728372

4.3

Number of Computers

Response: 109

4.4

Total number of computers in the campus for academic purpose

Response: 102

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The curriculum delivery mechanism is designed with consideration of vision and mission of the college keeping in view the participative and collaborative learning. The college web portal contains the details about courses, subjects and learning outcomes. The principal of the college directs faculty members to prepare lesson plan in the starting of the session. The lesson plans for each course distributes the entire content in systematic way to aware students about the learning schedule and enhance their knowledge regarding curriculum well in advance which motivates or encourage them and aids to effective teaching learning process. The lesson plans are uploaded on college web sites for easy and 24*7 access.

The college has strong internal evaluation system through which student's comprehensive knowledge assessed by using various means like assignments, tests, class presentations, group discussions, quizzes, self-assessment tests and Power Point Presentations. This helps in evaluating the learning abilities of students and teachers can take action for, holistic enhancement of improvement in their learning.

Screening of videos/films, extension lectures by experts, workshops/ presentations are organized to relate syllabus with real life situations and make it more interactive. To make effective delivery of curriculum, the information communication technology tools are used and e-content delivered to students with the help of smart class rooms.

File Description	Document
Upload Additional information	[View Document](#)
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Government College Nalwa follows the academic calendar of Guru Jambeshwar University of Science and Technology ,Hisar. Keeping in view the schedule of the academic calendar, a committee consisting of Principal and convener prepare the activity calendar in lieu with HODs well in advance before the commencement of the semester. The academic calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned

department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepares the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. Time-table is uploaded on the system and displayed in the respective department notice boards. The performance of the students is assessed on a continuous basis by conducting two mid exams as per the GJU University norms per semester where the average is taken of both. In addition to the tests, assignments, mini-projects and quizzes are also the part of Continuous Internal Evaluation.

In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations.

Only head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances.

The Schedule of All Examinations is given in academic calendar

The course teachers announce the syllabus for Assignment-I and Assignment-II as per the academic calendar.

Assignments are submitted by students as per the dates given in academic Calendar

Display of marks is also as per the schedule given in academic calendar.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1. **Academic council/BoS of Affiliating university**
    2. **Setting of question papers for UG/PG programs**
    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 02

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 38.23

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
239	238	266	209	204

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document]
Any additional information	[View Document]

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Environment and Sustainability:

EVS subject is compulsory for undergraduate course. Environmental Science subject offers value added course in environmental studies with the approach of sustainability covering the general understanding of renewable resources, factors of pollution and remedial measures, on-renewable resources and their depletion with the objectives of environment conservation, sustainable use of natural resources and value of biodiversity.

Business Ethics:

At under graduation level this college is inculcating human values like workplace ethics and marketing ethics. Special emphasis is laid on inculcating ethical practices and human values among the students by organizing various extra-curricular activities like Declamation, Gender Sensitization programme, Poster Making Competition on water conservation, Awareness programmes on drug abuse, Blood Donation Camps and Cleanliness Drive, etc.

Human Values and Professional Ethics:

In the subject of Sanskrit, moral value education is given to the students through a number of stories and epics such as Hitoupdesh (BA I),, Shrimad Bhagwad Gita(BA I),epics stories and poems are in Hindi (B.A). Through
the medium of literature, an effort is made to inculcate moral values in the students. Besides the examination point of view, the message of righteousness, truth, and other values is given to the students on which they can build a healthy nation.

A vibrant and active Women Cell working throughout the year in enhancing sensitivity about gender-based issues and in providing a congenial and supportive environment to girls for their overall development. The following activities are organized in the college to make girls independent and self-reliant with a purpose:-

- To enhance critical thinking (essay, slogan, poster related competitions).
- To help in developing tastes about art workshops on flower decoration, jewelry making.
- To stand on their own (physical, mental health camps, and self-defense camps).
- Practical assignments are given to students and these include tree plantation and maintenance of college greenery.
- Lectures organized by Legal Literacy Cell and Women Cells of the college on topics such as civil rights, legal issues, and female issues, etc. are helpful in giving students graduation on human rights.
- The institution is committed to creating an effective workforce for the society and it is making use of various avenues to provide students an interface in ICT.
- Compulsory computer awareness program, provision of internet facility and smart classroom, use of PowerPoint Presentation during lectures and facility of English language lab are some of theinitiatives taken by the college to ensure student's participation in the use of ICT

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 50

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 7.46

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 46

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1.Feedback collected, analysed and action taken and feedback available on website
2.Feedback collected, analysed and action has been taken
3.Feedback collected and analysed
4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 61.11

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
617	626	642	579	553

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
960	960	1104	960	960

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 248.17

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
375	372	370	308	310

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Response:

The College takes every possible measure to understand the needs and the requirements of the students having different potential and learning capabilities. At the beginning of the academic session, a two-day Orientation Programme is organized every year in the first week of the August to make the students familiar with their surroundings in the campus, course content & exam pattern etc. During the academic session the students are assessed through their class tests , assignments, group discussions and presentations. On the basis of their performance in the campus as well as academic level, internal assessment is provided to them.

The faculty members of the college prepared their concerned lectures in such a way that both slow learners as well as advanced learners are fully beneficial. Advanced learners of the college are encouraged and motivated to give demonstration on the specific topics to their fellow students. Besides these, the students are also encouraged to participate in literary competitions as Quizzes, Poetry, Declamation, poster making, collage making and Science Exhibition etc. Extension lectures are organized on specific topics in various clubs of the college as per the need of the students which are beneficial for them.

Slow learners may struggle with basic skills such as reading. They needs more time, more repetition and more resources from teachers to be successful. These students do not have intellectual disability, but it takes them longer to understand and grasp concepts. So they are encouraged to attend the Special/ Revision classes immediately before the commencement of semester exams.

To boost the motivation level of students, the advanced learners and toppers are honoured with cash prizes, College Colours and Roll of Honours in the Annual Prize Distribution Function of the college.

All the students are assigned mentors and mentor classes are organized weekly on Saturday in which the students are asked to share any difficulty faced by them in their teaching learning process as well as other problems.

File Description	Document
Upload any additional information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 39:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Response:

The motive of the college is to develop the holistic environment for the students to make them so efficient that enable them to overcome their fears and face the challenges of the society with confidence. Various efforts are made by the teaching staff to encourage them to participative in various activities and experimental learning. Problem Methodologies are employed to enhance the learning experiences of the students. New Teaching Aids like Interactive boards, Power-point presentations are used by the teachers in their concerned departments to make the students' learning experimental and more effective. Computer education has been made compulsory for all the students of the college not only to enhance their learning skills but also to make learning experimental and to enhance their employability. The College has well equipped laboratories such as Mathematics, Computer, English language lab, Geography and Psychology as per the requirement of the curriculumn and establishment of Physics, Chemistry labs is being done in current academic session as science programme is newly introduced. Students are encouraged to participate in Science exhibitions held at college level, district level and state level. Field visits/ Excursions are organized to connect the theoretical knowledge of the students with the practical one. Various departmental activities like Interactive sessions, quizzes, seminars, presentations are organized time to time with the objectives to make the students learning more effective.

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT   in education is the mode of education that use information and communications technology to support , enhance and optimize the delivery of information. The faculty members of the college use ICT enabled tools such as PPT, Video clipping, Audio system ,Smart Interactive boards, You Tube animations, e-resources to deliver lectures and to expose the students for advanced knowledge and practical learning along with Power Point Presentations. College has also a well equipped computer labs to cater the digital and technology needs of the students. Students are encouraged to build their aptitude towards innovation and creativity. Students are refreshed to think critically and be innovative and creative in tackling their assignments, projects and other tasks assigned to them using ICT tools. The college has 07 ICT enabled classroom with LCD , Projector ,Computers and WiFi Connection. The institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom. The college has developed an integrated Academic Management System and comprehensive tool for faculty, students and administrator

· Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms.

· The academic plan with lesson plan, lab manuals and question banks with solution are made available at the very beginning of the semester.

· The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer/laptops systems are usually use in classroom.

· The electronic resource packages like spoken tutorial , smart classrooms are available. The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students to enhance the learning experience. E content delivered by haryana govt. and distributed to each department in Hard disk that contains video lectures, ppts etc in discriptive way used by faculty members . Now a days, · Online tests are conducted and e-assignments are given through Google forms and Google Meet. Sufficient number of books are available in the library and digital links of resources was provided to students.

The departments and subject societies conduct seminars, workshops and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students in each semester. · Seminar hall is equipped with multimedia facilities using ICT tools i.e digital podium.

I

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 28:1

2.3.3.1 **Number of mentors**

Response: 22

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 96.47

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 25.89

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	4	4	3

File Description	Document
Institutional data in prescribed format	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 4.88

2.4.3.1 **Total experience of full-time teachers**

Response: 78

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

A transparent system for Internal Evaluation is followed by the college which includes the internal assessment, behaviour of the students, presentation skills and knowledge of the students. The criteria for Internal Assessment with weightage allotted to each component- Class Test, Assignments, Presentations and attendance are shared with the students in their induction programme and implemented with the proper norms of the University. Students are also informed time to time about their attendance/ lecture shortage.The test and assignment marks are assessed objectively and also shown to the students. In case of grievances and discrepancies, students are given full freedom to contact their concerned teacher.

Criteria

Each paper has Maximum 100 marks in the ratio of 80% external and 20% internal Assessment

The distribution of internal assessment marks (20) is based on the marks obtained by the student in one minor test of 12 marks to be conducted preferably in the month of October for Odd Semester and in the month of March for Even Semester. A student is required to pass the individual paper with 35% marks overall including internal assessment based on minor test. He may not be given any additional chance for minor test. However, the student also needs to pass the external examination individually with 35% marks. There will be maximum 12 marks test, 2 marks for attendance, 4 marks for assignments & 2 marks are for Extra-curricular activities .The affiliating University of the college that is Guru Jambheshwar University of Science and Technology Hisar has devised Centralized Internal Evaluation System, which is followed by the college.

Awareness about the Internal Assessment

A two-day orientation program is organized for newcomers in the beginning of each academic session. In addition to other important things, the procedures and guidelines of internal evaluation are explained to the students lucidly .The students are encouraged to get maximum marks in their internal evaluation to get better score in the final exams. During the academic session the concerned teachers regularly remind their students to make sincere efforts towards academic excellence.

Transparent Mechanism

The institution follows transparent mechanism for communicating the process of evaluation and reforms to the students. At the beginning of the semester, faculty members provide the details regarding the components for evaluation and handle any query regarding the same. For any student failing to attend the class for continuous 6 days, his/her name is struck off from the college roll and his/her parents are intimated.

Internal Assessment record is shown to the students with all the components of internal marks for assessment before the submission to the university. In case of any grievances regarding the internal evaluation, the students are advised to contact their concerned teacher to resolve the issue.

Digitization of Internal Assessment

The internal evaluation record is prepared and kept by the dealing clerk of the college in his computer system and internal assessment awards are uploaded on the university web portal at the link provided by the university.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

Response:

The college has a well-designed mechanism to deal with examination related grievances. The college has adopted three tier system to address the examination related grievances of the students. Depending upon the nature of grievances, the three tiers include Department/faculty level, College administration level and University administration level.

The department level grievances are related to their internal assessment marks in their Minor tests and assignments. Every teacher displays the marks of internal assessment on notice board to have full transparency in the system and the students who are not satisfied with their marks given by the teachers are advised to contact to their in-charge teacher and resolve their problems.

At the college level, a committee comprising of senior teachers has been constituted to take up the grievances of the students regarding filling of online examination forms, result-late issues, re-evaluation issues and any discrepancy observed in the mark sheet of the students. Besides, a senior teacher has been assigned the duty of registrar for the purpose of smooth conduct of minor tests during the academic session. Apart from these, Discipline committees are appointed by the college administration for the smooth and fair conduct of university semester examinations. The college administration ensures the proper and timely display of exam -related notices such as - date sheet, any revision in the date sheet, issuance of admit cards and code of conduct on College Notice Board.

At University Level, grievances related to semester examinations conducted by the affiliating University include wrong/non-declaration of result, non-receipt of awards, showing absent in examination, misprinting/anomalies in the DMC, anomalies in the results are taken up by the college administration and forwarded the same to the concerned University Officials in time with the request to resolve the issue at the earliest.

File Description	Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Course outcome of all the courses corresponding to all the programme are uploaded on the college web site and the learning outcomes elaborated to the students in their classes by their respective teachers in charges. The faculty members are advised to strict compliance of the lesson plan as per the university/college academic calendar..The faculty members chalk out their lesson plan in the beginning of the session and it is communicated to the students with the programme and course outcome with the proper understanding of skills and knowledge. The lesson plan is also displayed on the notice board of the college . The students h mave been awared about the applications of the course which they are going to acquire after completing the course.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

In addition to the display and communication of course outcomes (COs), Programme specific outcomes (PSOs) and Programme Outcomes (POs), the IQAC of the college ensures the accomplishment of these outcomes with its goal of providing quality education to the students. In this direction, As per the direction issued by the IQAC of the college, the efforts are made by the faculty members to achieve the outcomes as envisaged by the curriculum committee. The college adopts the following two frameworks to assess the Cos and POs:

1.Quantitative Framework- This framework is based on the performance of the students in day to day classroom teaching -Learning process. Outcomes of the students are assessed through class test, assignments, quizzes, attendance, Level of Interaction and Curricular activities. This has 20% weightage in the university exams. The students are encouraged to develop their strategies to perform better.

2.Qualitative Framework- The Qualitative framework outcomes involve the co-curricular activities, participation of the students and focussing on overall personality development of the students. These outcomes are attained by organizing different types of competitions like:

Talent Search Competition.

Literary Competition organized by subject societies.

College Level Cultural Fest.

University Level Youth Fest.

Workshops based on skill and knowledge.

College Level Annual Athletic Meet.

Participation in Various Sports competition.

Further the suggestions and recommendations on the POs and COs are collected through the feedback designed by the IQAC at the end of academic session from all the stakeholders and constructive measures are taken by the IQAC to improve the holistic environment of the college

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 24.77

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
16	30	9	33	63

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
121	131	123	110	125

File Description	Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.28

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	11	11

File Description	Document
Institutional data in prescribed format	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 3

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
01	0	0	01	01

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.05

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
05	01	05	00	06

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 6.79

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
16	24	38	18	14

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

 Our college inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood for holistic development of the society. Through extension and outreach programs, we sensitize the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them to involve with the community people. Through this, we establish a good relationship with local community organization and serve the community. Above all, the students get hold of social justice, value, responsibility and sustainability. In order to sensitize students and the community through students, various activities were organized by NSS, Women Cell and other departments   on social issues. During the last five years, The NSS unit of our college take part in various initiatives like organizing camps, Swachh Bharat initiatives, Cashless free India, "Beti-Bachao, Beti Padhao", "Power to Vote", "Traffic-Rules", blood donation camps, awareness programmes on AIDS prevention etc. Apart from them, National Service Scheme also serve the society through One-day and Special Camp. In addition, outreach programs and invited lectures are also given to the community.A seven day NSS camp has been organised in January 2018 .One Day National Seminar organized by Government College Nalwa on the topic "TRANSPORTING INDIA TO 2030: ENVIRONMENTAL ISSUES AND CHALLENGES'' 9th February 2019. The seminar was organized as a medium by which there could be a free exchange of information on about the concern of our Society in protecting our environment and the challenges involved in Environmental Protection and management .A Workshop of 'Art and Craft' was organized by women cell. It was a 3-day Workshop 16th Jan to 18th Jan 2018 .On 7th March 2019 women cell of the college organized a one-day Health check-up camp for the girl students. A team of doctors from PHC, Nalwa was called to conduct the checkup of the students. Events like International Yoga Day, Traffic education week, Constitution Day ,Celebration of International

Literacy Day , International women Day see large participation of the students to spread awareness. Blood donation camps in the College area regular feature whereby students and staff donate blood for the cause. The camps facilitate blood drawn up to 37 units in 2017-18 and 39 units in 2018-19.On the occasion of "International Women's Day '' on 8th march 2019women cell of the college organized a Extension lecture to boost the moral of the girls students . Dr. S.S. Ranga ,director of Akashwani , Hissar was the key speaker of the session .The World Health Day weeklong activities from 8th to 15th april 2019 were observed by Red Ribbon Club in the college. Women cell of the college organized a one-day Health check-up camp and awareness about adolescence   in 2016-17 sessions for the girl students. Extension lecture on "GANDHI JAYANTI AND SANITATION DAY" and a rally was organized by NSS Unit in 2015-16 in College.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 108

3.3.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	27	21	20	20

File Description	Document
Reports of the event organized	
Institutional data in prescribed format	

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 52.91

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
333	321	302	362	275

File Description	Document
Report of the event	
Institutional data in prescribed format	

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 18

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	06	03	03	03

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of linkage related Document	[View Document]

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

24-03-2021 12:49:02

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

All the departments of the college are being supported via various infrastructural scaffolds. The institution possesses equipments, apparatus, Books, Teaching- aids, Furniture and Fixtures, ICT facilities and other consumables. Further, infrastructural enhancements are also done through various other financial resources in the form of RUSA Grants. Also, future needs are identified and supplemented from time to time. The details of the available infrastructural resources are as follows:

1. Classrooms: The College has eleven well aerated classrooms with proper sitting capacity and electrification. Green boards are available in the classrooms.

2. Smart classrooms: The College has five smart classrooms for enhancement of teaching learning process.

3. Computer Labs: The College has two computer Labs having 50 computers. All of which have Internet facilities.

4. Mathematical computation lab: There is one Mathematical computation lab with 11 computers. MATHEMATICA software is used for calculation and analysis.

5. Language lab: The College has 1 language lab with 25 computers, Fixed LCD along with audio video facilities and microphones.

6. Psychology lab: The College has one well equipped Psychology lab with all necessary appratus and equipments.

7. Geography lab: College has two geography labs in which one is Geographic Information System lab with Quantam software. Both the labs are well equipped with the required instruments of geography.

8. Library facility: College has central library with a total of 15699 books, 8 magazines and 5 newspapers. Library has reading room facility with a capacity of 50 students and seperate reading room facility for girls with capacity of 25 girl students. There are seven computers in the library all with internet connectivity.. Central library is equipped with SOUL-2 software.

9. Girl's Common room: The College has girl common room with well quipped LED, vending machine and attached washroom facilities for the girl students.

10. Seminar hall- The College has one seminar hall with latest multimedia for facilitating presentation during workshops and seminars.

The institution enhances its infrastructural facilities and creates opportunities for the students to utilize the infrastructure by updating the labs, classrooms, equipments etc. The entire college campus has Wi-Fi

facility.

File Description	Document
Upload any additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Cultural facilities: As far as cultural activities are concerned the college has earned a reputation in the region. At the beginning of the session, talent search/hunt programme is organized by the college to bring out the hidden talent of the students, through different activities like General Song, Solo Dance, Folk Dance, Rituals, Painting, Slogan Writing, Mime, Rangoli, Mono-Acting etc. On the basis of performance of students in a talent hunt programme, teams are prepared to participate in youth festival and Haryana Day "Ratnawali" festival organized by Govt. of Haryana. The college hires the services of professionals to train the students in the events like Skit, Folk Song, Rituals, etc. The outcome of the excellent sports and cultural activities is witnessed by the students by winning many awards/prizes.

Sports Facilities: The college has a vast playground with two hundred metre tracks for athletics and cater to the needs of various outdoor games. The college organizes Annual Athletic Meet every year and the winners are awarded in the Annual Prize Distribution Function. The best athlete (Male) and best athlete (Female) are awarded with cash prizes. The college organizes as well as participates in various sports activities ranging from college level to state level. In addition to this, the college students bring glory to the college by representing/ winning at state/national level tournaments.

Games: Along with academica college too focus upon the overall development of the students. College has both indoor as well as outdoor games facilities for the students.The outdoor games include athletics, Basketball, Volleyball, Kabaddi, Kho-Kho, Cricket and Badminton. The indoor games include Table Tennis, Chess, Carom, Judo, Ludo and Yoga.

Gymnasium: The institution has an open gym facility for its students with well equipped excercising machines.

Yoga: Mental health is as important as the physical one and yoga is an important component in stabilizing our mental health. College motivates students to practise yoga on regular basis and on 21st June i.e. International Yoga Day all the students and faculty member did yoga in the campus itself.

24-03-2021 12:49:02

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 61.54

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 8

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 100

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
2172978	3210172	2862664	4099962	4728372

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Keeping in view the significance of library in an institution, the college has a dedicated space allotted for

it. The record/catalogue of books is completely computerized and it utilizes SOUL 2.0 LIB software to streamline the data. This software stores difficult-to-obtain, low circulation reports and papers. The record is kept digitally to streamline the library; It also serves the purpose of avoiding hassle in figuring out the number of book issued as well as books which haven't been issued. To ensure that students can access the books in a hassle free manner, they can check the availability of books using library search engine. The library houses more than fifty thousand books which are distributed and divided into various sections depending upon the subject they belong to. There is wide variety of books covering various disciplines such as Environmental Science, Mathematics, Economics, history, Hindi, English etc. Each year a number of new books are added to the existing book bank. Our college library is fully automated. The records of borrowed and deposited books are maintained. The library is well equipped with internet facility and it is student friendly. The library has a separate section of reference books especially for the teachers. The text book section is mainly used by the students. Normally the students have to return the books in a stipulated time, but many times the teachers go out of their way to get books for economically weaker and needy students. The faculty members may recommend the books from the authorized dealers and the library committee approves the recommendations. The number of books also increases every year, to facilitate the growing demand of students. We have a designated library staff, dedicated completely for the library maintenance.The library has complete power backup and the reading room provides a quiet environment for the students.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 55894

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals**

year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	79470	100000	100000	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 1.11

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 7

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In the 21st century the world has witnessed a paradigm shift in technological advancement in all spheres of life. Similarly, the latest technology has been incorporated in the higher education institutes for effective teaching-learning process. Along with the traditional teaching aids like white board / chalk boards, the smart interactive boards are also installed in the college. There are two computer labs along with one mathematics lab in the college with latest configuration. All the computers in the computer labs are connected through LAN. A lab attendant for each lab has been appointed to take care and maintain the infrastructure of labs.

The maintenance of computers' hardware and software is done at regular interval. The computer science department of the college has also maintained a separate maintenance register for the computers to streamline all the maintenance work. The college web portal is monitored and updated with day to day activities by the faculty of Computer Science. The college makes consistent efforts to improve IT infrastructure and facilities as per the requirement. The college has a plan to install digital display board

and central announcement system in the campus. The college provides free WiFi facilities to the students as well as to the faculty members. The biometric attendance system is also operational for the college staff. The college as well as the affiliating university has taken several steps regarding the use of advance IT facilities for the various academic activities such as online admission process, Direct Benefit Transfer (DBT) in scholarship schemes, online submission of examination forms, internal assessment awards and feedback system. Further five new smart class rooms with smart boards and projectors are set up in the college in the coming session to make teaching -learning ambience more interesting and effective.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 6:1

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 100

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
2172978	3210172	2862664	4099962	4728372

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Physical Facilities: The physical facilities including laboratories, classrooms, computers, washrooms, centralized RO system, playgrounds, seminar hall, smart classrooms, generator set etc. are available for the students. The students are charged for these facilities at the time of admission as per the norms of the university and state govt. Besides, recurring grants are allocated by the Department of Higher Education for the maintenance of physical infrastructure. The college adopts systematic procedure for maintaining and utilizing the available physical infrastructural facilities. The college administration constitutes a committee of teachers/ office staff at the beginning of each academic session for the maintenance of physical infrastructure. The college administration always keeps vigilant eye on the quality of maintenance and requirement of infrastructure and equipment. The students of the college are also encouraged to provide their feedback regarding the status of available infrastructure as well as additional requirement thereof. The campus maintenance is monitored through surveillance cameras. All the details of physical infrastructure are maintained in stock registers. Physical stock verification of all the entities is done annually by the committees of faculty members appointed by the college administration at the end of each financial year. Instruments in labs, RO, Overhead Water Tanks, Inverters, Generators etc. are got serviced regularly. Laboratories: Under the supervision of head of the department, lab attendants maintain the efficiency of the college laboratories and accessories.

Academic Facilities: The College has devised a system of optimal utilization of academic infrastructure. A new teaching block has been constructed to accommodate the increased strength of students and courses, besides the college administration has submitted a proposal of additional teaching block to improve the quality of teaching and learning.

Library: The College has a well enriched library. To update and upgrade the library with the passage of time, the college receives grant from the state Govt. annually. Besides, the college receives library fee from the students at the time of admission as per Govt. norms. The grant/ library fund is utilized to purchase books, newspapers, magazines, furniture, computer systems,etc. The college library is fully automated using "SOUL" Software. The academic infrastructure available in the library is well maintained by library committee constituted by the college administration. For purchasing new books, the library committee consults the Hods of each department and the books are purchased as per the recommendations of the Hods.

Laboratries: The college has established an English Language Lab, two computer labs, one mathematics lab, one psychology lab and two geography labs in which one is GIS lab. The college recieves grant from the higher education for upgradation of labs which is being utilized for maintaining and creating academic

and physical support facilities for the students. For effective functioning of the labs, lab attendants has been appointed in most of the labs. To keep the computers dust free, vacuum cleaner is used by the service staff.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 43.89

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
312	247	245	249	267

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.13

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

   1.Soft skills

2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 5.62

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
81	62	02	13	14

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.48

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
07	10	02	01	02

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 23.58

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 29

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg:**

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	00	02

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	00	02

File Description	Document
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 42

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	10	01	01

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of award letters and certificates	[View Document]
Any additional information	[View Document]

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

The college provides ample opportunities to the students in decision making in various academic,administrative and co-curricular activities of the college. Students are provided active representation in various departmental /cells-NSS, NCC, RRC activities. The head of the department and activity in-charge ensures the maximum students' participation in all the activities having due consideration to the students' needs and make them students centric. Furthermore, the students are given freedom to express their thoughts and feelings about the college administration and their academic rights, by putting them in a slogan or picture displayed on the wall magazine. The college annual magazine "**SONJUHI**" provides the platform for students to showcase their writing skills, creativity and innovative ideas. To give exposure to the students and to develop confidence among them, they are given the responsibility of student editor in the college magazine, anchoring in the departmental activities/functions in the college functions and in extending help in hospitality arrangement.

The students of different streams are given opportunity to be a member of IQAC to express their thoughts in various decisions regarding college betterment. The students of the college are actively involved in various co-curricular activities like NSS,NCC Camps, Swachchh Bharat Abhiyan, The best Volunteers/Cadet are honoured in the annual function to encourage and motivate other students.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
25	13	13	11	08

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

1.   Name of Association: Allumni Association Government College Nalwa.

2.   Registration Number and Registered Year: 01689/2020

3.   Total Members: 250

Government College Nalwa has an active Alumni Association. The association was formed in 2013; however it got registered in the year 2020 with the name as "Allumni Association Government College Nalwa". So far there are 250 active members in the association and gradually it is increasing. Every year meeting of ex-students is being organized and in this meeting the post of president to treasurer Alumni Association has been decided. The main purpose of their meeting is to bring all ex-student together and seeking important suggestion from them. These suggestions are also implemented by association from time to time.Apart from this a fund committee is also formed by this association. In this committee any ex-students can donate fund according to his or her will and take lifetime membership. Utilization of this fund is being used for poor students and expenditure of association. All important information from college was communicated to ex student through Whatsapp group. The Alumni association of Government College Nalwa has certain predefined objectives and functions which include following:

- To provide a common, interactive and recognized platform for the alumni of the college.
- To develop relations with alumni, enroll new alumni and maintain/update the database of the alumni of the college in coordination with Alumni Incharge of the college.
- To hold regular meeting to discuss the needs and requirement of the college.
- To help the students financially and academically.
- To work for the better education and moral upliftment of the society.

Feeling a duty to give back to the institution of their learning what alumni acquired from it, with renewed fruitful learning experienced in their lives, the alumni synchronize their institute and society to make a better place for learning. All the alumni are attached with the college with heart and soul.

File Description	Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Being located in a rural area, Government College Nalwa shoulders the responsibility of providing its students with exceptional opportunities that have the potential to make a difference in their lives, especially given their limitation to exposure. It requires a dedicated devotion to teaching and learning in a way that not only helps students succeed in professional lives, but also inspires them to expand their horizons in the realms of research so they can make a difference in various disciplines. Alongside, as students prepare to venture into the world with the empowerment of education and the ability to think critically, the institute also visualizes to empower them to meet the challenges of life with determination and courage.

In achieving so, a crucial vision of the College is to introduce more contemporary and inter-disciplinary subjects, since they have a rapidly growing relevance internationally. This would also require various infrastructural developments. The College strives to provide quality education to its students with a balanced melange of cultural tradition and modernity. In doing so, the institute envisions to adapt a holistic approach that can create an environment of intellectual curiosity, while inculcating values of integrity, compassion and awareness of essential matters that concern the globe.

To conclude, the prime vision of the College is to create a participative community of responsible and responsive educators and students, with the commitment to support and provide for the special needs of a promising rural community.

Mission:
The mission of the College is very beautifully enshrined in its logo - ASTO MA SADGAMYA, which means - LEAD US FROM UNTRUTH TO TRUTH. Government College Nalwa strives to steer students towards introspection and internalising the vision of the College through every single activity that they perform. The College is committed to provide :

• A distinct environment of academics, interwoven with imparting values of human rights and social commitment.

• To use varied instructional methods and strategies, advanced technologies, and different pedagogical tools and methods of evaluation, as seen fit for the subject matter.

• To adapt teaching techniques that also help students in adapting skills required for professional success.

• To create awareness among students through audio-visual aids, seminars, conferences, group discussions, and interaction with other agencies regarding the current issues of relevance.

• To impart knowledge which will enhance the intellectual capacity of the students to achieve Academic Excellence.

• To build intellectual capital through faculty development and research.

• To initiate gender equity promotion programmes.

With its core value of devotion to leading one towards understanding the virtue of truth, the mission of the College is to create a symbiotic relationship between the faculty & students,
to be able to produce ideal citizens empowered to partake in the process of economic growth within a value system.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Response

The college always believes in the practice of decentralisation and participative management. Decentralization reflects the policy of improving the efficiency of education system and the quality of educational services. Principal, Vice Principal, IQAC Members, teaching staff, non-teaching staff, supporting staff, student representatives (CR), Alumni, mentor- mentee and various other committees jointly empowered to propose, design, formulate and execute their plans within the frame work of college. The Academic, Administrative, NCC, NSS, IQAC all are working together for the smooth running and over all functioning of the college. The college is not only meant to teach certain subjects, it also works on improving different set of skills and social and emotional aspects of a student, so Parent Teacher Meeting is given immense importance.

- The principal of the college has complete autonomy to govern the institution within the preview of the rules and regulations framed by the government. Principal formed various committees to execute the plans and the policies with one senior faculty member as convenor and members as per the requirement of the committee. The convenor is made responsible for the proper functioning of the committee. The Committees carryout the activities and at the end of the academic year, the convener submit the report of the work done to the head of the institution. All these activities are evaluated by the IQAC. All the Committees hold regular meetings with head of the institution (Principal) to review the activities of their Committees. The Committees monitor the execution of the policies. In this way duties and responsibilities are shared and decentralized. Finally, all the administrative, academic and financial activities are reviewed by the Principal and Council Members to ensure administrative and academic accountability of the system.

- Faculties maintain the healthy relationship with students, staff, and community and execute the program accurately and constructively.
- Department play primary role to provide the academic excellence in all activities. the Department and Head of the Department perform their role and responsibility initiated with the vision and mission of the college.
- TheNon-teaching staff play crucial role in managing the day to day work and accomplish strategic objectives.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

After the visit of NAAC peer team to the college on 14-17 september 2014 , the college prepared the perspective/strategic plans by taking into account the following aspects

1.NAAC peer team 's observations and recommendation for quality during the enhancement of the college during the previous accreditation.

2. Vision and Mission of the institution

3.Feedback from various stakeholders

4.recommendations of IQAC

By taking into consideration above mentioned aspects, the college planned the following activities:

- Due to keen demand of the various stake holders of the college, the college introduced new course B.SC (Non-Med)
- The college makes questionnaire to obtain feedback from various stakeholders such as students, staff, alumni, parents and other.
- College organized National Level seminars/conferences, workshops, faculty development programmes.

- Computerization of library
- Upgraded ICT related equipment and number of computers.
- Strengthening skill development activities through various department of college.
- Strengthening personal counselling through mentor -mentee programme.
- The college propose to strengthening the activities of placement cell.
- Increasing the participation in Faculty development programme such as workshops, training, and seminars.
- Conducting green audit of college campus through NSS, EVS' s students by establish herbal garden.
- The Institution has upgraded LABs.
- Extension lectures by various experts on different fields were organized.
- Biometric attendance system established.
- Institution also planned to create sports and cultural infrastructure to increase the participation of the students in sports and cultural activities.

In this way, the strategic plan of the Institution reflects the vision and missions to develop the excellence in higher education.

File Description	Document
Upload any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Being a Govt. College, the college is regulated by Department of Higher Education Haryana. DGHE, Haryana frames rules and policies to direct the Principals for the compliance and done all recruitment, transfers and promotions in all Govt. college. The affiliating university regulate guidelines regarding intake capacity, admission schedule, examination forms schedule, date of submission of internal assessment, date sheet for conducting theory and practical exams, declaration of results and issue the mark sheets and degrees. The college believes in the democratic style of functioning and work of the college is divided into various committees which have full freedom to work out its innovative plans for development and quality enhancement. The decisions related to academics like admission, workload, time table, purchasing in library, maintenance of infrastructure etc. are taken up by the different committee. The responsibilities are assigned to the departments and their individual teachers.

Functions of various bodies:

The institute has constitutional bodies which are designated with various roles and responsibilities as listed below:

Administrative Set Up: The Principal performs the Important and integral part of the organization and ensures the smooth running of the college. The Principal is vested with the day-to-day running of the college. He has his team of Departmental Head(H.0.D.), the IQAC Coordinator, the college Council Secretary and the Head Clerk to assist his in execution of this work and to prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.

Administrative Officer Keeps a record of the college level budget for each academic year and maintain daily records and documentation pertaining to attendance and service of all the working staff.

HODs Maintain a department level status sheet regarding student and faculty performance and look after the fine functioning of their respective departments. The extracurricular activities are planned in

consultation with the Students' Council.

The IQAC devised plans and suggests the process for implementing the different academic activities. It arranges for periodic assessment and accreditation of specific academic programmes and projects. In addition to this, it also encourages self-evaluation, accountability, autonomy and innovations within all departments of the college.

The bursar, the purchase committee and the convenor of repair, maintance and construction, Convenor of RUSA take important decision regarding finance, building construction, renovation and maintenance and issues related to the college.

In our college, we have Grievance Redressal and Anti Sexual Harassment Cell to deal with the admission, internal assessment, detention, examination, affairs related grievances. The internal complaints and other problems of students as well as of staff, under the system are solved by Grievance Cell. The internal security cell deals with the problems of women at work place.

The College has a student council for which U.G student of final year is the President and U.G student of final year is the Vice-President. The candidates were selected by the head of the institution depending on their academic performance and their overall intelligence.

File Description	Document
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

    1. **Administration**
    2. **Finance and Accounts**
    3. **Student Admission and Support**
    4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Response:

The staff and the faculty are the most vital components of any organization; the Teaching employees are regarded as key players, on the other hand, the Non-Teaching employees are pillars of the college functioning. The college has several welfare mechanisms for its teaching and non-teaching staffmany staff availed the benefit of such schemes. Following are the various measures taken for welfare of the teaching and non-teaching staff

For Teaching Staff:

1.Duty Leave for attending Seminars, Conferences and Workshops. For encouraging the faculty towards research and development, the college permits the employees to attend national and international conferences, seminar, and workshops by sanctioning them duty leave.

2. All the non-doctoral faculties are encouraged to get enrol for PHD program by providing them study leave.

3.Healthy and hygienic work environment.

4.Under CSR rules, compensatory leave is given to teaching staff in lieu of work done during holidays.

5.Casual leaves, Child Care Leaves for 2 years, Maternity Leave and medical leaves are given as per Haryana Government policy.

6.Medical Reimbursement facility is available for staff under the guidelines of Haryana Government.

7.Faculty appointments prior to 2004 are eligible for pension benefits on Retirement.

8.Employee Provident Fund for teaching staff.

9.Various loans under Haryana govt. schemes are given to the employees.

10.Annual and PhD Increments are given as per policy

11.Education allowance facility is also available for teaching staff as per the rules of Haryana Govt.

12.Medical Reimbursement facility is available for staff under the guidelines of Haryana Government Retirement.

13.Gratuity Scheme and GIS (Group Insurance Scheme) are available for teaching staff. 14.Various motivational and informative lectures are organized for teaching staff to have a better work life balance.

For Non -Teaching Staff:

1.Employee Provident Fund and Gratuity scheme for non-teaching staff. 2.Accommodation facility in the

hostel for non-teaching staff. 3.Staff members pursuing higher education can use library facility and computers. 4. Annual Increments and promotions are made as per policy. 5.Various leaves available to non-teaching staff are vacation leave, casual leave, Earned Leaves, medical leave and maternity leave for ladies staff. 6.Medical Reimbursement facility is available for staff under the guidelines of Haryana Government 7. To make non-teaching staff updated with the new technology, training like online banking was provided to them. 8.Regular Health check-ups of non-teaching staff. 9.Wheat loan is also provided to non-teaching staff according to the rules of Government of Haryana.

The college tries to implement any of the welfare schemes launched by the government for teaching and non-teaching staff from time to time.

File Description	Document
Upload any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
01	0	0	01	01

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 52.56

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
05	14	09	07	08

File Description	Document
IQAC report summary	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

Haryana Govt. has introduced Performance Appraisal System for teaching and non-teaching staff in the Govt. colleges and universities as per UGC guidelines. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make excellent performance in teaching –learning and research. The institution has performance-based appraisal system for the Assessment of teaching and non-teaching staff.

Teaching staff:

The API (Appraisal Performance Index) of the teaching staff is on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The performance appraisal report is to be filled by the teaching staff in a given prescribed Performa which includes three main categories i.e. Category one contains Teaching, Learning and Evaluation-related activities. Category two contains Co-curricular, Extension and Professional Development related activities. And Category three is mainly focused on Research and Academic contributions. The PBAS Performa is the primary means of assessing a faculty member for the purpose of

promotion under Career Advancement Schemes (CAS) and awards. The Performance Appraisal Reports (PBAs) provide good feedback to faculty. The overall report is further reviewed by the Principal and the Convener of IQAC and final performance functioning status is setup and confidentially recorded in the office.

Secondly, ACR (Annual Confidential Reports) are filed by each and every teaching staff. Actually, it will help to improve the quality of the higher education system in our country.

Non-teaching staff:

Every non-teaching staff member is assessed for his/her performance according to his/her works, duties and responsibilities assigned by the principal. ACR (Annual Confidential Reports) are filed by every nonteaching staff and according to his/her work, grading is assigned by the Principal. The systematic procedure has helped the principal to motivate the employee.

It helps us to analyse the strength and weakness of the employee as college is an academic institute and is committed to provide the best to their students.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

The mechanism for the audit is as per the directions and guidelines of the UGC and higher education department.

Internal Audit:

Internal Audit mechanism is an ongoing continuous process to check and verify all vouchers of transactions with reference to the sanctioned budget after getting the requirements from different

Departments and subsequent approval of the Principal, the purchase committee purchases the items as per laid down procedure and rules.

Internal audit of the college is done by the college bursar. The bursar checks and verifies all vouchers of transactions with reference to sanctioned budget and availability of the funds of the college. The convener of purchase committee along with the bursar of the college keeps a strict vigil on the process of purchase. In addition to this, stock verification committees are appointed by the principal at the end of each financial year to check and verify the available stock. Furthermore, the committee recommends the stock items to be

written off, if found unserviceable. The Cash Books are prepared by the office staff regularly and got verified by the bursar and counter signed by the principal.

External Audit:

The external audits of the institution are conducted regularly as per the state Govt. instructions. The audit is conducted by the audit teams of Director Higher Education Haryana. Besides, the audit team of Accountant General Haryana conducts periodical audits. After the conduct of audit, Chief Accounts Officer, Govt. of Haryana releases the audit report. Financial Audit includes:

- Funds received from government agencies like Social Welfare Departments towards SC, ST, OBC and other minority scholarships are audited.
- Funding towards Placement Cell, Women Cell, Earn While You Learn, Lab Upgradation, Material and Supply and Office Expenses (O/E) conduct of Seminars, Conferences, Workshops are audited, and utilization certificate is submitted.
- The college collects fees from the students under various heads like Amalgamated Fund, University Fund, Red Cross Fund, Radha Krishnan Fund, Abdul Kalam Fund, Sports Fund, Development Fund, Library Fee, Electricity Charges, NSS/ NCC fee etc. Cash Books and Stock Registers are maintained for different funds separately.
- The expenditure bills of all the Govt. Grants are submitted to treasury and the amount is transferred through RTGS/ NEFT to the vendor's bank accounts.

Internal and external audits:

The last audit by AGCR was conducted during 22 Feb-23Feb 2011 covering the period from March 2007 to January 2011.

Further the grant received from the UGC is utilized as per norms and the get audited from the Chartered Accountant. The audited statements are sent to the UGC to settle the accounts. Apart from it there is a provision for external Audit in which an audit team from the Department of Higher Education visits the college. It was expected that in the month 26, 27 November internal audit team will be visiting in the college but due to some unavailable circumstances their visit was delayed .Due to covid-19 the audit team has not be able to visit the college till date.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Response:

The availability of fund is essential for any organisation, society, family, cooperatives but movability of fund is even more important. If movability is in right direction and coordinated then the level of progress is high otherwise it becomes ineffective even though the fund is available. Therefore, movability of fund is important for the developmentofthe organisation. The College has a proper system for effective and optimal use of available financial resources. The key decisions related to finance and related matters are taken by Bursar, who constantly monitor and encourage the proper utilization of allocated funds. As per The Higher Education Department of Haryana, Funds are allocated in different strata's like EWYL, material and supply, lab up-gradation, sports grant, NSS Grant, Women cell, counselling and placement cell for optimum utilization. The procedure for purchasing materials, first of all survey of market is conducted, then quotations are invited from different suppliers and rates are compared. Finally, the lowest possible rate with best quality material is selected. The mode of payment is done either by cheque or by internet banking. Under the scheme of 'Earn While You Learn' run by Haryana Govt. hard working meritorious and poor students are selected from various streams to provide their services in Labs, Library and office for which they are paid accordingly at an hourly rate. Upgradationof Various labs like science, geography, psychology, computer science and English are done every year with modern equipment. Under sports grant, sports equipmentis purchased and annual athletic meet of college (state level tournaments) is also organized. Blood donation and health check-up camps are organized from the grant of NSS and Women Cell. At the same time the allotted funds can interchanged in case very important condition. In this way through the effective financial management of college is attaining new heights and goals.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The institution attempts chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the institute's functioning.

- The IQAC at GC Nalwa constituted on 12 August 2013. Quality assurance is a dynamic and long term process to developing quality consciousness among the stakeholders. The IQAC of the college deals with the quality measures like preparation of academic and activity calendar,, maintain the records of teachers who attended OC/RC/STC/Workshop/FDP etc, organizing seminar/workshop for capacity building of teaching and non-teaching staff, to prepare AQAR of the college and submit the same to NAAC, to finalize API Performa of teaching staff ,the teaching-learning activities, the quality of teaching efforts by teachers, the infrastructure and lab facility, the linkages of co-curricular and extra-curricular activities with regular teaching and the interface of the society are some of the parameters of quality control in the institution. It has brought about positive changes in the functioning of the college by setting benchmarks for quality. Every aspect of academic as well as administrative roles of college has been impacted. There has been a positive shift in the management strategy and thinking process. Through regular feedback by means of mentor groups and informal interaction with the students, the suggestions given are screened and relevant ones are implemented to enhance quality aspects.

The major contribution for quality assurance strategies and process is witnessed in the following case studies:

- **Mentor-Mentee Groups**

The college has perused the mentor-mentee group to increase the interaction between teacher and students, so that they develop smooth communication practice on an emotional plane for making teaching- learning process effective and efficient. The aim of mentor-mentee group is to develop, maintain and improve the student's performance and promote a co-operative learning environment. Each mentor keeps a complete record of students allotted to them. The mentor remains in touch with the students regularly. There is a provision of one period of mentoring in the college timetable, where the mentors interact with the mentees and resolve their problems and grievances at their level or bring the same to the notice of the authority. Through the problem-solving approach used in the meeting such interactions help in boosting the confidence of students and encouraging their participation in various activities.

- **Feedback System:**

To Evaluate the existing teaching learning environment and to take appropriate action for the improvement of poor performing areas. The IQAC of the college has designed feedback Performa covering the different aspects such as college administration, teaching-learning process, library, basic infrastructure etc. pertaining to four different stakeholders:

Feedback from students, Feedback from Parents, feedback from alumni, feedback from teachers

To achieve the objective, the feedbacks from different stakeholders are collected, analysed in a transparent and unbiased manner.

- **Bulk SMS Service:**

The IQAC of the college has introduced bulk SMS service for the students to circulate the important notices among the students.

File Description	Document
Upload any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Response:

- Examining students by conducting internal assessment.
- Special lecturers were conducted on various topics to help students to have better understanding of concepts in EDUSAT room.
- Students are encouraged to give PPTs so that topics can be easily understood by them.
- Increased usage of ICT tools in teaching learning process.
- Teachers prepare lesson plan at the beginning of every session.and these are made available to the students before the commencement of the semester. Lesson plans ease the learning process for teachers as well as for students.
- Arrangement of doubt clearing classes for slow learner.
- The seminars and workshops conducted for staff and students.
- The use of Smart Classrooms and Innovative Modern Technology eases the learning process for all students. Smart Classrooms include videos and presentations, which include visual and auditory stimulation for the students. The info-graphics, like pie charts, graphs as well as notes, are saved in the system, thereby saving valuable lecture time and making learning an easier an interesting process.
- LMS-The Learning Management System emerges directly with e learning. The college has developed an LMS through ERP in which the faculty members are encouraged to upload their video lectures, training programmes that are mapped with Shiksha Setu App so that students can download these lectures and programmes whenever they require.
- Introduction of Shiksha Setu App-Higher Education Department Haryana encourages more and more students to be technology friendly and use ICT as much as possible. The Department has launched an application named as Shiksha Setu that provides the students a portal to quick access to time-table, attendance, lesson plan, video lectures, virtual labs etc.
- IQAC monitor and review the learning process adopted by teachers and take feedback from students. Steps are taken to improve overall performance of the college by analysing feedback. Daily monitoring of conduct of the classes is done by the principal.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

7.1.1. SAFETY AND SECURITY: -   Govt. College Nalwa aims raising awareness of students towards gender sensitivity. All safety measures are followed by the institution comprehensively and explicitly in all respects. The installation of CCTV camera had done at every part of the college to keep eyes on the environment of the institution. The institution has special cell and committees like **women cell, The Internal Complaints Committee (ICC) and Anti Sexual Harassment Committee for students** "**The sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013**" referred to as "**The Act. 2013**". ICC resolves complaints from students, teaching and non-teaching members and takes necessary action to plan and carry out workshops and talks on gender sensitization by eminent speakers**.**

 Durga Shakti App: - Durga Shakti App is launched by Haryana Govt. for the safety of girls and women, especially   for   the   Haryana region..

In the institution, various activities and events are like **BETI BACHAO BETI PADHAO, EXTENSION LECTURES, SPEECH COMPITITION, INTERNATIONAL WOMEN'S DAY, NATIONAL VIGILANCE AWARENESS PROGRAMME , ESSAY AND SLOGAN WRITING COPITITION, POSTER MAKING, ,HEALTH CHECK UP CAMP, SELF DEFENCE, AWARENESS CAMP ON COVID-19** organized to make the girls self dependendent and self reliant.

Raksha Bandhan; an Occasion to Celeberate Womanhood from 23.08.2018 to 25.08.2018 on this occasion, **Under the programme Aarambh** Slogan Writing Competition was organized by Women Cell on the topic **Women Safety and Empowerment**. Under **Bindass Bol Group discussion on 'Gender Violence', ' Dignity and Safety of Women', and ' Role of Women in National Development'** on 24.08.2018. Under **Sashakt Nari-Sashkt Haryana** Women Cell had organized Empowerment Rally to create social awareness with the slogans.

COUNSELLING: - The institution has Women Cell and the Psychology department aims to deal with any kind of problem of the students**. Counseling on career is regularly done by the worthy principal and** the senior staff members for the welfare of the students. Besides the women cell and psychology department there is an Advisory committee and faculty mentors also are accessible to students for counseling.

 COMMON ROOM: - The institution has provided a spacious, ventilated and comfortable girl's common room to spend their time with peer groups, sharing thoughts and spending leisure time. Common room is located on the ground floor attached to the staff room of the college to make an added sense to the girls. The room is provided with a comfortable seating arrangement, dressing table, clean washroom and a Sanitary Napkin Dispenser installed. A lady peon is also made available for any kind of problem of the girl students.

CO- EDUCATION

The institution provides education to both girls and boys together, students participate in all the activities together without any discrimination (specifically gender discrimination). The institution awakens the spirit of equality, removes shyness of boys and girls, helps to promote feminism, to bring equality in society, and comradeship among all students without any discrimination.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

WASTE MANAGEMENT: -

In the view of the national mission on **"CLEAN AND GREEN ENVIORNMENT**" followed by

SWATCHH BHARAT ABHIYAN, PLASTIC BAN, DRY AND WET GARBAGE SEPARATION, RAIN WATER HARVESTING, E-WASTE and so on GOVT. COLLEGE NALWA has taken the initiative. The 5 R's principle (Refuse, Reduce, Reuse, Recycle, & Recovery) are followed under **Swachchh Bharat Abhiyan** by the college staff as well as the students.

- **SOLID WASTE MANAGEMENT:**-
- The institution has created vermi-composting pits to achieve the goal, where organic waste like fallen leaves from the plant and canteen waste is dumped. The pits are kept moisturized for the survival of bacteria and fungi to increase the recycling of the waste. For with this in the College campus separate garbage collection bins are kept for wet and dry waste.

- **PLASTIC BAN**: - Paper bags are encouraged for use by students and staff members. **" Say No To Plastic"** signs are displayed in campus at various places to refrain from use of plastic. The students are encouraged for making best from waste items by using plastic bottles etc. The sweepers of the college are strictly directed to empty all the dustbins at least once in a day. Sanitary Napkins Incinerators has been installed in the girls' common room to facilitate disposal of sanitary napkins in an environment-friendly way. Solid Waste Management is a vital process in the college campus in which students of EVS/NSS participate with enthusiastically.

- **RAIN WATER HARVESTING SYSTEM -**

In compliance to the water conservation and storage policy of Indian Govt, the institution has two bore wells with the help of **AGRICULTURE AND FARMER WELFARE DEPARTMENT OF HARYANA**. Along with this two bore wells were made with the help of the **PUBLIC WORK DEPARTMENT** to increase the water level of the land. As the institution is located on the desert land the water level is very low and here the taste of the water is like brine. It is hoped that the initiatives taken in the direction of rain water harvesting will be benifited in future.

- **E- WASTE MANAGEMENT:**-

Electronic goods are put to optimum use by the institution. The minor repairs are set right by the teaching staff that has knowledge about electronics and major repairs are handled by the technical assistant. The waste compact discs and other disposable non-hazardous items are being used by students for decoration during college fests as a creative means of showcasing the waste management practice that has been induced in the minds of the students. A committee from Computer Science department is constituted to identify the various unserviceable/damaged articles covered under e-waste. E-waste including monitors and CPUs, unserviceable printers, photocopiers, Floppies, CD/DVD, mouse, keyboards, vacuum cleaner etc. are disposed off according to the norms prescribed by the state Govt.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The inclusive environment for students and staff members with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities is provided by the institution. Different activities are organized by the institution to promote harmony towards each other. Institute has framed code of ethics for students, teachers and other employees which have to be followed by each one of them. The enrollment is online and admissions are based on merit list so there are no chances of biasness. The institution provides equal opportunities to the students through various activities conducted throughout the session irrespective of their caste, creed, religion and region. Activities like NSS are included in order to inculcate a sense of unity, discipline and harmony among the students. Our institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion and regions are studying in the college without any discrimination. There is no segregation of students on the basis of their lingual or communal background. Students feel safe and secure at the institute, as the institution provides physical, emotional and spiritual safety. Anti-ragging cell acts as a key factor in maintaining tolerance and harmony among students. For the last decade there is not a single incidence of ragging which shows the efficient working of the cell. Grievances addresser committee is also constituted to address the grievances among students to maintain harmony in the college. Activities held by the institution to create an environment of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities**.**

EK BHARAT SHRESHTH BHARAT:-

The institution has taken the initiative in this scheme of State Govt. to exchange cultural values among students. Nodal officer explained that **G.C. Banswada and G.C. Karimnagar in Telangana** state have been paired with our state to inculcate harmony and tolerance towards social, cultural and linguistic diversities.

- On 20th February 2020 information about the Telangana State was disseminated among students.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Students are sensitized about the PREAMBLE (**THE FEELING OF SOVEREIGNITY, SOCIALISM, SECULARISM, JUSTICE, LIBERTY, FRATERNITY, and EQUALITY, DEMOCRATIC REPUBLIC.**) to maintain the unity and integrity of institution. The institution organizes various activities from time to time to spread social awareness about issues **like communal harmony, drug abuse, health and hygiene, vote awareness, women empowerment, feticide** etc. It is taken as the crucial part of the education to imbibe basic sense of social responsibility and to sensitize students regarding social cause and issues

ACTIVITIES HELD BY THE INSTITUTION EVERY YEAR-

Sr. No.	NAME OF THE ACTIVITY	DATE	
1	NATIONAL UNITY DAY	31ST OCTOBER	
2	NATIONAL VOTER'S DAY	25TH JANUARY	
3	CONSTITUTION DAY	26TH NOVEMBER	
4	SADBHAWNA DIWAS	20th AUGUST	
5	NATIONAL YOUTH DAY	12TH AUGUST	
6	GANDHI JAYANTI	2ND OCTOBER	

OTHER ACTIVITIES ON VALUES, RIGHTS, DUTIES AND RESPONSIBILITIES OF CITIZENS.

- A competition was organized by Legal Literacy Cell on 23.02.2018 and 24.02.2018 on the topics mentioned below:-
- 1. Constitution, National Commission for Women Act, 1990(20 of 1990, 2.Preamble of the constitution, Fundamental Rights, 3. Fundamental Duties, 4.Directive Principles, 5.Dowry Prohibition Act, 1961, 6.Women Empowerment Law, 7.Protection of Women from Domestic Violence Act, 8.The Immortal Traffic (Prevention) Act, 1956 , 10.The Minimum Wages Act, 1948.

- Women Cell invited an Advocate to deliver an extension lecture on the topic ' Role of District Legal Authority, Challenges and Remedies of Women Related Concepts'.
- Women Cell celebrated International women's Day on 08.03.2016, an Advocate was invited from the Legal Service Authority on this occasion and she imparted a lecture on ' Human and Women Rights and on PCPNDT Act.
- Self Defence Trainning was organized by Durga Shakti App on 06.08.2019 Head Constable talked to the student about self defense, prevention from domestic violence.

- **AWARENESS ABOUT VOTER CARDS19. 07.2018**
- **PLAY ON GANDHI JI 22.09.2018**
- **INFORMATION ABOUT ELECTION PROCESS.19.07.2018**
- **POSTER MAKING ON BHRUN HATYA, MAHILA SASHKTIKRAN, 09.10.18**
- **VOTER'S RALLY 13.09.19, VOTER'S AWARENESS(09-30.10.2019)**
- **MATDATA JAGRUKTA ABHIYAN25.01.2020**
- **OATH CEREMONY FOR ELECTION (5.11.2018)**
- **MATDATA JAGRUKTA ABHIYAN 25.01.2019.**

Thus the institution imparts an integration of quality education and all round development of students that empowers them to become confident, competent and responsible global citizens who value education as a lifelong process.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	[View Document](#)
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Great historic and contemporary events of national importance- national festivals, birth and death anniversaries of great Indian leaders are celebrated by the institution with a great zeal, for imparting the feeling of patriotism in students and staff members. Sacrifices of the builders of the nation and great freedom fighters are remembered. And for this important days are celebrated by the institution with a great patriotic instinct by conducting various activities.

LIST OF EVENTS CELEBERATED BY THE INSTITUTION:-

- **REPUBLIC DAY CELEBERATION.(26 JANUARY)**
- **INDEPENDENCE DAY. (15 AUGUST)**
- **PANDIT DEEN DAYAL JAYANTI   (09TH SEP)**
- **MOLANA ABUL KALAM AZAD JAYANTI AS SHIKSHA DIWAS (11TH NOVEMBWER)**
- **NATIONAL YOUTH DAY (12TH JAN ON THE BIRTH ANNIVERSARY OF SWAMI VIVEKANANDA)**
- **INTERNATIONAL WOMEN DAY (8TH MARCH)**
- **SHAHEEDI DIWAS (23RD MARCH, TO PAY TRIBUTE TO BHAGAT SINGH, RAJGURU AND SUKHDEV)**
- **INTERNATIONAL YOGA DAY (21ST JUNE)**
- **HINDI DIWAS (14TH SEPTEMBER)**
- **GANDHI AND LAL BAHADUR SHASTRI JAYANTI (2ND OCTOBER CELEBRATED AS SWACHHTA DIWAS & KISAN DIWAS)**
- **NATIONAL UNITY DAY (31ST OCTOBER, BIRTH ANNIVERSARY OF SARDAR VALLABH BHAI PATEL.)**

- Republic Day is celebrated on 26th January every year to commemorate the adoption of the constitution.
- Independence Day (15th August) is also celebrated with the spirit of patriotism. It is grand event marked with the flag hosting by the worthy Principal in the college premises followed by the march past by NSS volunteers.

- An exhibition on Gandhiji's sayings was held on the martyrdom of Mahatma Gandhi on 30.01.2018.

- On the birth anniversary **of PANDIT DEEN DAYAL UPADHYAYE** an essay writing and quiz competition was held on the direction of Higher Education Panchkula Haryana on dated 18-25TH September2017.
- **Shahidi Diwas** of Sardar Bhagat Singh was celeberated and petals were offered to pay homage to Shahid-E-Azam Sardar Bhagat Singh by the students of History Department on 22ND March 2018.

- On the occasion of Gandhi Jayanti SWACHHTA CAMPAIGN was organized by the institution under this campaign a RALLY was organized with the message of **POLYTHENE MUKT BHARAT** to make the enviornment eco friendly.
- As per the direction of DGHE Panchkula, a play of 20 minutes was organized in the college on 22.09.2018. As per guidelines poster on Gandhiji were displayed and video-recording was done. The video-recording of the play **GANDHI-EK-SAWAL** was uploaded on you tube for public.
- To honour Swami Vivekananda, **National Youth Day** is celeberated on January 12. It is felt that philosophy of Vivekananda and his ideals are a great source of inspiration for the Indian Youth.
- 5th September, the birth of great Dr Sarwapalli Radhakrishanan is celeberated as Teacher's Day with great fervor. The students organize a programme for the teachers and the Guru-Shishya Parampara is celeberated.

NATIONAL FESTIVALS

National festivals are celebrated all over India .All the students celebrate them with great zeal irrespective of the religion, caste, creed and sex.

- **HOLI**
- **DIWALI**
- **LOHRI/ MAKAR SAKRANTI**
- **TEEJ**
- **RAKSHA BANDHAN**

All these days are celeberated by conducting various activities like Mehandi, Rangoli, lohri celeberation,Diya decoration, by women cell, NSS volunteers. Active participation bystudents of the institution is there.

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

The core values of the institution are well reflected in our best practices, which are the agents of change for any given educational institution as they have the ability to instil a scientific approach to the issues and problems of a society. They also reflect the credibility of a College.

With a commitment to providing exceptional educational experiences to its students, we are also motivated to inculcating principles of morality, social and global awareness, gender equity and environmental awareness amongst our students.

Some of the best practices followed to achieve the above stated are:

1. Environmental Consciousness and Sustainability -

The main objective of this is to understand the challenges of climate change that the world is facing today. Global efforts are being made by people of all ages and spheres to combat the crisis and raise awareness for a better and healthy future. Young children, like Greta Thunberg, have become the beacon of hope for the new generation to take proactive measures for suitability and raising environmental awareness. We have also undertaken many practices to make sure we contribute to the cause and teach our students the importance of being socially and environmentally conscious. Some of the practices partaken are:

• Creating an eco-friendly and polythene/plastic free campus

• Recycling and composting activities adopted to develop eco-friendly mechanisms for the management of waste generated on the college campus; especially since garbage remains to have severely damaging effects on our environment.

• Spreading awareness amongst students to adopt hygienic practices on and off campus, to help the rural areas create healthy atmospheres and also to attain sustainability goals.

• Adopting rain water harvesting practices as an alternative source for water on campus. The concept of nature conservation is being promoted by using rainwater effectively.

• To maintain biodiversity one herbal garden is also developed by students.

• Scientific biodegradable waste management is done through vermicompost pits.

• Activities are done under the banner of Eco Club, such as the celebration of Environment Day. Students are given assignments as to survey all the plants and nourish them.

• The College has plans to provide solar power for energy conservation and use renewable energy. For the purpose of the same, a solar power plant has been ordered to HAREDA.

• Steps taken to minimize energy consumption, including the replacement of energy consuming tube lights and bulbs with energy saving CFLS.

2. Development of Professional Skills & Ethics –

Having a degree is no longer the only pre-requisite for getting a good job and succeeding at it. With globalisation, growing human connectivity, and vastness of resources available, one also needs to acquire themselves with values of morals, ethics, compassion, soft skills and measures of good behaviour. Given the challenge of lack of exposure that the students might have given the locational disadvantage, as discussed in the Institutional weaknesses, these practices are designed to overturn that disadvantage and give our students an overall development experience. To fosters educated professionals with the potential to take upon their jobs with good work ethics and necessary skills sets, we have adopted the following best practice measures:

• To increase the rate of employment success of the students, regular trainings sessions are conducted to develop essential soft skills like communication, team work, effective problem solving, and leadership; and also impart work ethics.

• Students are also encouraged to pursue internships during the vacations and acquire necessary professional experiences needed to make more informed decisions while deciding which path to follow upon the completion of their degrees.

• A college magazine is published yearly to motivate students to have the courage and confidence to have their talents published and engage in extracurricular activities for overall personality development.

• Practices of experimental learning are applied via the usage of various methods, such as, PowerPoint presentations, and Audio Visual Aids including screening of plays and documentaries, to help students organize their thinking process and build professional skills.

• Individualised mentoring is provided to students by their teachers, so they can think and increase their analysing capacity beyond the mere spectrum of right and wrong, and profit & loss.

• IQAC of the College plans, guides and monitors the quality enhancement activities of the College to improve academic performance of the students. It creates a student centric atmosphere for holistic learning.

•

3. Institutional Distinctiveness & Community Engagement -

Our college can be set apart for its dedication to providing equal opportunities to all its students, and nurturing the rural youth to become able enough to compete with the rest of the world and become successful. Practices of community engagement and imparting good values are distinctive to the vision and priorities of our college. One of the main practices that helps insure steady development and growth analysis, is community engagement and the feedback system. We encourage our students to participate in quality enhancement and be involved in the matters that affect our community. Following steps are taken in this direction:

• Parents are invited for meetings with the staff so regular feedback can be taken from them regarding the progress of their ward. They are also asked

about their suggestions for the overall development of the college, based on their experiences and their aspirations for their youth.

• First aid trainings are provided to students so they can enhance their life skills.

• Health check-ups are conducted, particularly for girl students. The main purpose of these health camps is to spread awareness on health and hygiene, and understand the challenges that young girls might be facing, given the lack of resources in their villages. Students are also encouraged to learn and benefit as much as they from the health awareness camps, so they can become ambassadors for it among other people in the society and contribute towards social rural development.

• With the aim of empowering and orienting girl students to recognize their true potential, a Women Cell has been created in the College. The activities of the cell include, among other things, engaging students in promoting awareness relating to women in the present social context, information on their legal rights and counselling support. The cell organizes workshops and lectures on issues concerning women.

• Students Grievance Redressal cell is empowered to look into the matters of genuine grievances. While upholding the dignity of the College by ensuring cordial student- student relations and student- teacher relations, it encourages the students to express their problems freely without any fear of being victimized.

File Description	Document
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust

within 1000 words

Response:

Govt College, Nalwa (Hisar) situated in the rural area is a premier institute imparting quality education at the grass root level. 21st century is an era of digitalization globally. The world is shrinking and the digital advancement is the core of progress everywhere. Govt. of India has digitization as the flagship programme and Govt. of Haryana is doing quality work to improve the quality of Higher Education institutions.

Govt. College Nalwa is putting great efforts to implement the policies of digital initiatives put forward by the Govt. of Haryana. All the work in the college, right from the admission of students to completion of course i.e. B.A./B.Com/ B.Sc , is done with the help of ICT tools. College has its own website under Higher Education, Haryana, web portal with domain ID- gcnalwa.ac.in. The institute endeavours to motivate the students about benifits of SPOKEN TUTORIALS and SWAYAM (study webs of active learning for young Aspiring Minds) PORTAL which are online learning portals so that students can be benifitted by interdisciplinary credit courses. For making the optimum use of these digital portals the college has tried to create appropriate and sufficient infrastructure and ICT tools.

The college can boast of having 109 computers for the use of students, well equipped computers labs, language lab, EDUSAT facilities. A proud possession of the college is our library which can be claimed to be E-library where all the record is maintained by soul software. The students are issued Barcode-I cards which they wear in the college campus. Books are issued and returned through computers. Open access resource links are provided to the students and teaching faculty as well. E-Lounge facility is developed for the students and teachers so that they can avail e-resources and Wi-Fi facilities to enhance literary knowledge and academic skills l. English Language lab is another asset of the college where students are imparted lectures to improve their language and personality. EDUSAT Provides lectures of specialized subject teachers from all over Haryana to students.

The College has facilities for arranging online Conferences, workshops and Seminars. Online Competitions are also arranged for students. For implimentation of all these facilities time to time technical sessions arranged for awareness of portals and notices and user manuals displayed on notice board for the convenience of the students and teachers as well.

The use of these facilities was more valid during the session 2020-21 after the spread of pandemic. Before pandemic all those facilities were used along with off-line mode of education. But due to the spread of COVID-19 when it was not feasible to use all the offline modes, this infrastructure of E-learning transpired as a helping hand and students were able to continue their studies with a satisfactory level.

The college humbly claims to be a pioneer in field of digital education in Higher education in the State of Haryana particularly for the students of rural Haryana. The college can be a good tool for the implementation of New Education Policy 2020 where the govt. is trying to highly digitalize the education so that our students can compete globally.

Again the college foresees its development through the implementation and use of more advanced ICT tools and looking forward for establishment of an advanced digital studio so that teachers can deliver and record video lectures comfortably and effectively for the benefit of students. To enhance quality of education digital initiative in higher education is implemented time to time.

NATIONAL DIGITAL LIBRARY (NDL)

Department of Higher Education, Haryana provided the facility of central digital library on individual login at higher education website which connects all digital district library of state.

EDUSAT: - The institute adhere to the guidelines provided by State Govt. regarding EDUSAT and E-learning. Schedule which covers various topics of courses of different programmes now a days, video lectures made available on UTKARSH Higher channel of 310Tv and on cable/DTH network due to COVID-19 pandemic.

SHIKSHA SETU APP-This facility and infrastructure support the administration and students during current scenario of COVID-19 and assignment sent to students through this app.

For efficient administration, the HE institute is digitally empowered and has two ways communication system established by means of various web portals. It results into transparent, accountable, fasten interaction for diverse domains. Flexible and user friendly portals ease the administrative work which includes communication with affiliating University and Higher Education department. The higher education institute G.C. Nalwa is registered within 23 web portals. Each portal is updated and maintained time to time by their respective faculty in- charges and non-teaching staff members.

The institute being a govt college is connected with e- treasury for all financial matters. HRMS portal maintain service book record of each employee .Management Information System (MIS) portal deals with professional record including workload and near future online transfers may also done through this portal. The affiliating university GJU deals digitally in all matters like registration return, internal assessment, exam forms and results etc on various GJU portals.Higher education department has established digital machenism for cenralized online admissions of all courses. Apart from these the institute deals with NSS, Ek Bharat shreshtha Bharat, NAAC, AISHE,RUSA,PFMS and Scholarship portals.

Due to well established digital infrastructure, administration focuses on timely and effectively curriculum delivery. In current senerio main focus of institute is to provide enhanced facilities to their faculty members for conduction of online classes and institute adher to upgradation with respect to techniques and latest technology.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Institutional Values & Best Practices:
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• Activities are done under the banner of Eco Club, such as the celebration of Environment Day.

Students are given assignments as to survey all the plants and nourish them.
Institutional Distinctiveness & Community Engagement

Concluding Remarks :

Conclusion:
The process and task of preparing the various sections for the college website has been an onerous and rewarding one. It required sifting through data and engaging in various brainstorming sessions to comprehend the various segments that are necessary for the development of the institution. This process has also proven effective in underpinning the sense of our missions. We hope to motivate and inspire each member of the college community to reaffirm their commitment to the larger cause of education.