



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT COLLEGE FOR GIRLS
• Name of the Head of the institution	Dr Ramesh Kumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0124-2223222
• Mobile no	8860423228
• Registered e-mail	gcgggn@gmail.com
• Alternate e-mail	
• Address	Govt. College for Girls, Sector-14, Opposite Kalyani Hospital, Mehraulli Gurgaon Road
• City/Town	Gurugram
• State/UT	Haryana
• Pin Code	122001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	Gurugram University Gurugram & Maharshi Dayanand University Rohtak
	Dr Sandeep Maan

• Name of the IQAC Coordinator	
• Phone No.	01242223222
• Alternate phone No.	
• Mobile	9868447249
• IQAC e-mail address	sandeep.mann23@gmail.com
• Alternate Email address	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://gcggn.in/iqac_2020-21/AQAR_2019-20
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://gcggn.in/iqac_2020-21/AcademicCalender

5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.66	2009	15/06/2009	14/06/2014

6.Date of Establishment of IQAC	23/04/2013
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7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	O/E Grant	State Government	2020-21	50000
Institutional	M&S Grant	State Government	2020-21	879731
Institutional	Road Safety Grant	State Government	2020-21	57900
Institutional	Sports Grant	State Government	2020-21	133133
Institutional	Women Cell Grant	State Government	2020-21	103750
Institutional	Science Exhibition	State Government	2020-21	34215
Institutional	Earn While You Learn	State Government	2020-21	200000
Institutional	Passport Fee	State Government	2020-21	3549000
Institutional	Library	State Government	2020-21	616250
Institutional	Cultural Training	State Government	2020-21	30000
Institutional	Road Safety	State Government	2020-21	57900

8.Whether composition of IQAC as per latest	Yes
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NAAC guidelines	
<ul style="list-style-type: none">Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none">Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Smooth conduct of Semester Examination in Online Mode as per University Guidelines and ensuring zero inconvenience to the students.	
2. Digitization of Hostel Admission Process to ensure zero physical contact and whole admission process from applying to admission carried out while students while staying safe at home.	
3. Creating web interface between Website developed by the department, for promotion of students to higher classes, and students for effective and hassle free intimation of information to students for ensuring their convenience AND Extension of existing Internet connection to the whole campus through inter-block underground fiber cable and getting rid of overhead messy ethernet cables.	
4. To enhance entrepreneurial and other job related schemes, online course was offered to students in collaboration with Navjyoti Global. On successful completion students were given certificate and first ever online inter-zone job fair was organized.	
5. Submission of AQAR with NAAC and AISHE data.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Offer Value Added Courses and Life skills building programmes	New Value Added Courses under the aegis of Department of Higher Education offered.
Offer entrepreneurship and job skill enhancement training to students.	Online entrepreneurship and job skill enhancement offered through online mode to all final year students in collaboration with Navjyoti Global Gurugram
Ensure effective and accessible Online Teaching and Learning	Mentors groups utilized to max for effective implementation of online teaching.
Timely and effective disbursal of important information to students in trying times of Covid pandemic	Mentor-mentee whatsapp groups were utilized to max.
Inculcate feeling of patriotism and human values among students.	Programs were organized to ensure these.

Increase ICT facilities in the campus.	Extension of existing Internet connection to the whole campus through inter-block underground fiber cable and getting rid of overhead messy ethernet cables.
Capacity building of the Faculty to adopt blended learning.	Existing WiFi network expanded to cover whole academic campus.
Start new courses - say BA and B Sc courses in areas where these do not exist now.	Syllabii of MCA course was updated as per AICT/UGC norms by the University.
Establish Students club to promote society connect and groom the students as a socially relevant value based individual.	Students were encourage to participate various online competitions being organized by various institutes.
Capacity building in emerging areas	Courses like AI, IoT and Cloud Computing were offered to MCA Students.
Adoption of old age home by students to know their moral responsibility	Students were encouraged for same through co-curricular activities like NSS/NCC and flagship scheme of department was implemented effectively in the institute.
Plan to conduct workshops/seminars/Industry Visits/ conferences.	Workshop/Lectures were organized under aegis of Computer Science/Economics/NSS/NCC/Women Cell/Red Cross Society in this regard.
Develop the institution as a model environment friendly campus - STPs, water conservation, recycling of waste etc.	Concrete initiatives undertaken to ensure water conservation and green environment.
Undertake more Digitization Intitativatives.	1. Smooth conduct of Semester Examination in Online Mode as per University Guidelines and ensuring zero inconvenience to the students. 2. Creating web interface between Website developed by the department, for promotion of students to higher classes, and students for effective and hassle free intimation of information to students for ensuring their convenience AND Extension of existing Internet connection to the whole campus through inter-block underground fiber cable and getting rid of overhead messy ethernet cables. 3. Digitization of Hostel Admission Process to ensure zero physical contact and whole admission process from applying to admission carried out while students while staying safe at home.
Promote research	Teachers were encourage to involve in/undertake research related events/projects.

13.Whether the AQAR was placed before statutory body?	Yes
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• Name of the statutory body	
Name	Date of meeting(s)
College Council	21/03/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	30/03/2022

Extended Profile					
1.Programme					
1.1 Number of courses offered by the institution across all programs during the year	840				
<table><tr><th>File Description</th><th>Documents</th></tr><tr><td>Data Template</td><td>View File</td></tr></table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
2.Student					
2.1 Number of students during the year	7076				
<table><tr><th>File Description</th><th>Documents</th></tr><tr><td>Institutional Data in Prescribed Format</td><td>View File</td></tr></table>	File Description	Documents	Institutional Data in Prescribed Format	View File	
File Description	Documents				
Institutional Data in Prescribed Format	View File				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1273				
<table><tr><th>File Description</th><th>Documents</th></tr><tr><td>Data Template</td><td>View File</td></tr></table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
2.3 Number of outgoing/ final year students during the year	2132				
<table><tr><th>File Description</th><th>Documents</th></tr><tr><td>Data Template</td><td>View File</td></tr></table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
3.Academic					
3.1 Number of full time teachers during the year	193				
<table><tr><th>File Description</th><th>Documents</th></tr><tr><td>Data Template</td><td>View File</td></tr></table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
3.2 Number of sanctioned posts during the year	163				
<table><tr><th>File Description</th><th>Documents</th></tr><tr><td>Data Template</td><td>View File</td></tr></table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
4.Institution					

4.1	48
Total number of Classrooms and Seminar halls	
4.2	52.85
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	229
Total number of computers on campus for academic purposes	

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process
<p>Govt. college for girls Sec-14 is committed to making the teaching and learning process inclusive, interesting, and interactive. As we have students from both Rural and Urban backgrounds, we focus on the overall development of students to make them independent in all areas of life. With this vision Curriculum Delivery starts with the meeting of IQAC college council, staff members, and controller of examination. The academic calendar prepared by Gurugram University is introduced before the Commencement of the academic session. The course content is structured and the college does not have any autonomy to make changes. The meeting of HOD'S deliberate the information of courses of odd and even semesters, dates of commencement of semesters, classwork, syllabus completion, examination, list of holidays, and total no of working days.</p> <p>For effective delivery of curriculum within the stipulated time, departments are directed to create time table with the utilization of complete infrastructure and resources available in college. Time table is displayed throughout the college and website. Teachers then prepare the monthly and weekly timetable indicating topics to be covered and methodologies being applied.</p> <p>In humanities, the students are involved in cultural club activities such as debate, discussions, one-act play on current events, and their relevance in day-to-day life. For this college has taken the initiative to start a Literature club and digital Language labs in college. In sciences and computers to make studies interesting research-based field surveys, lab visits, and excursions are also planned to requisite places. In commerce, various extension lectures and company visits are also organized. This year value-added course in marketing and advertisement making is also done.</p> <p>A large number of faculty members from different departments in college has contributed to the revision of the current undergraduate and post-graduate syllabus. The curriculum is complemented with additional information resources/hands-on activities/projects and value add ed initiatives by faculty members of allthe departments. Lectures are also organized to develop the analytical skills of students by academicians. Teachers make efforts to meet the challenges posed by slow learners and advance learners by giving them tests and projects. Different committees are made to implement Co-curricular activities to gain insight into the topics beyond the curriculum.</p> <p>As this year started after the first wave of Covid-19, we also introduced new methods of online teaching in classes. Teachers are regularly preparing E-lectures for EDUSAT Telecast and E-Learning for Higher education Haryana. This content is delivered through the</p>

channel of Haryana EDUSAT on Cable/DTH Network. The link of lectures was shared with respective classes for keeping learning continued during Covid lockdown. Regular online classes were taken by teachers using Google meet, Zoom, WEBEX like online platforms. For smooth conduction of online classes, various FDPs are attended by teachers . Online Webinars, conferences and workshops are also organized by departments for faculty and students development.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The program assessment committee (PAC) consists of the Principal, controller of examination, and HOD'S. The academic calendar prepared by Gurugram University and MDU Rohtak is introduced before the commencement of the academic session. Committee plans for its implementation. Effective delivery of the curriculum is planned to keep classwork, syllabus completion, examination, list of holidays, and a total number of working days.

HOD's of the concerned departments discuss this planning with the faculty members. they gather the list of courses based on faculty choice and specialization. Monthly and weekly timetables are prepared by faculty members indicating topics to be covered, teaching methodologies applied, assignments are given, and a number of required lectures. This semester wise planning is displayed on the notice board of each department.

Orientation programs are also conducted at college as well as the departmental level to introduce course objectives, outcomes, schedule of examination, references, study material, and previous year question papers. Mentor-mentee sessions along with their records are also done for all students. A mentor-mentee WhatsApp group is also maintained to take their queries. This year one more initiative is taken to avail students with online lectures LMS portal is made in which all teachers and students are enrolled, by using it students can access any topic, its study material, and lecture any time anywhere.

For evaluation: As this year begins with post-Covid effects new strategies are followed for transparent, fair, and timely assessment of students. Google classrooms and Whatsaap groups are created for classes section-wise and teachers. We followed both Formative and summative methods of assessment. Formative assessment is done through QUIZZES, class tests, assignments, homework given, presentation, fieldwork, collections, etc as per the requirement of the subject. It is evaluated in form of an internal assessment which is of 10 marks for each paper. Average marks of timely done activities are uploaded on the university portal and hard copies are also kept in departments. The best test papers, fieldwork, and presentation are discussed and shared among the students to motivate them.

To keep the track of the overall performance of students these assessments are planned before in the lesson plan and done every 15 days and averaged out at the last. On the basis of the performance of students in the above assessment remedial classes are also planned for weaker students on weekends or early morning.

Summative assessment is done at the end of the semester as per University directions

File Description	Documents

Upload relevant supporting document	View File
Link for Additional information	Nil

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

05

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

124

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Professional Ethics:-Development of Professional ethics has been emphasized by the college. The computer literacy course is a mandatory paper for all the U.G. courses. Ethics is also part of the curriculum in various courses. The college organizes Personality development programs under the Women Empowerment Cell. E-learning center runs several certificate courses to enhance soft skills required in the professional world. Special training programs are arranged by the college with the help of professional trainers from various Companies like Navjoyti, Hero, etc. to equip the students of final year to face the competitive world with communication and professional skills. Industrial visits, internship programs and the Earn while you learn program provides valuable experience to the students required for Professional skills development. The college host "JOB FAIR" every year at the regional level, around a hundred companies are invited to this mega event and students from a number of Colleges get jobs, this year online job fair is organized to give students exposure to the cooperating world.

Gender Equality:-Very proudly, the college is the only Girls' college in Haryana with a strength of students of about 7070. The Colleges promotes its students in every area of torte be it education, sports or cultural activities. The college has hostel facilities which provide accommodation to the girl's students from a far distance. Women empowerment Committee here plays a very vital role by organizing programs kike regular counseling sessions, personality development courses, special sessions by Doctors on Women hygiene and Women's health, regular health checkup camps, etc. There is a Sexual harassment committee also in the college, where students are free to report any type of harassment faced by the students in the college premises. Apart from this, students are regularly counseled by the mentors in the college and Hostel staff in the Hostel regarding the problems faced by them on both personal and professional front.

Human Values:-Our college focuses on inculcating good human values among the youth of the Nation. The moral value education promotes good citizenship. All the students in the college belonging to different physical, political, cultural, or religious differences enjoy equal opportunity and respect each other. The college has a physically handicapped-friendly campus. Special ramps near the staircase, toilets and a reading board outside every classroom for blind students are being constructed by the College. College has Anti-Ragging committee, SC/ST cell, Red cross society, Legal Literacy cell, NSS cell and NCC cell which ensures students friendly environment, discipline in the college and comfort of the students, Secularism, Patriotism and spirit of serving the nation.

Environment and Sustainability:-Environment studies in the education system enable the students to engage in real-world issues around them and become a responsible problem solver. Therefore, college has a compulsory Environment studies paper in all U.G. courses and as an elective in P.G. course.

The college has very active NSS cell and NCC cell which are regularly involved in creating deep understanding and awareness among the students, people of the nearby area of the college through various events like Rallies, Nukad Nataks, Swachta drive in the college, making best out of waste, distributing cloth bags, lectures by eminent speakers, and many more to count. Tree Plantation is also being carried out by Department of Botany and NSS cell from time to time in the college.

File Description	Documents
Any additional information	No File

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

653

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	http://gcggn.in/iqac_2020-21/FeedBack
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcggn.in/iqac_2020-21/FeedBack

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2554

File Description	Documents
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Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1575

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

In order to promote outcome based learning process, the college aims to timely and accurately identify students as slow learners and advanced learners based on some prerequisite tests, class interaction, test performances. Requisite emphasis is given to improve the performance of slow learners by providing remedial programmes which are conducted outside regular classes. Extra classes are taken for students, as and when required, where the faculty spares time to sit with students, individually or otherwise, to cope up with studies.

A mentor- mentee system is also in place and functions efficiently in providing holistic support to all students, and not just slow learners. The diligent efforts taken by the faculty towards the slow learners has resulted in students’ understanding in their chosen domain, improved results and pass percentage. The mentor also identifies other skills and strengths and encourages them to hone them which helps build self- confidence resulting in improvement in academic performance also. All necessary emotional and professional counselling is also provided whenever required.

Advanced learners are given opportunities to be part of innovative projects and other technical initiatives of the institutelike Science Exhibitions, Quizzes and Paper Presentations. They also help slow learners through peer learning. Advanced learners are encouraged to conduct workshops and seminars to share their knowledge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
7076	196

File Description	Documents
Any additional information	No File Uploaded

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

Student centric methodologies such as experiential and participative learning combined with the problem solving methodologies are incorporated in the teacher learning process. The activities like group discussions, presentations, use of ICT for teaching are conducted by institution to make teaching learning process more students centric. 1) Experiential Learning: Presentation topics are given to students. They prepare power-point presentations and present in class room which boosts their confidence and enable them to have an experience of public speaking. Students are also encouraged to participate in various departmental level, college level and state level activities like Science quiz and Science exhibition in which students participate with their innovative ideas and explore their skills. This helps student to know their strength and weakness, improve their knowledge, presentation skills and personality development. 2) Participative Learning: College uses Participative Learning to encourage students to actively involve them in learning process. The college uses following methods for participative learning - Group Discussions, Assignments, workshops, Quiz, Project etc. Students are encouraged to participate in various activities like Youth festival, Legal literacy programmes, NCC, NSS etc. Whats App Groups are created for all students with their respective mentors to discuss their issues and timely information sharing. Chart making and essay writing competitions are organised by various departments in which students participate and show their talent and creativity. 3) Problem Solving Methodologies: The students of UG (B.Com) and PG (MCA, M. Sc) are guided to prepare various projects to improve critical thinking, creativity and problem solving skills. These are the part of their curriculum:

- B.Com. III year students undertake project work on various issues related to Commerce.
- Students of MCA and M Sc undertake Major and Minor project work on various IT related topics using various latest softwares which help them in their future placements.
- Assignments are given on various topics for enhancing learning and improving critical thinking.
- Students are provided practical training in laboratories to learn to handle the instruments and learn the concept in practical subjects.
- Learning through Co-Curricular Activities: The students participate in various co-curricular activities which support teaching learning process like Youth festival, Educational tours, NCC camps, NSS camps, Legal literacy activities, Women cell functions Industrial Visits, Workshops etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The campus is enabled with high speed wifi connection and the classrooms and labs are ICT enabled with projectors installed. To enhance the quality of teaching- learning process, the faculty use various ICT enabled tools. Google classroom is used to manage and post course related information- learning material, quizzes and evaluations, assignments, etc. Online learning environments are designed to train students in open problem-solving activity. Animation enabled PPTs help improve the effectiveness of the teaching- learning process. Lab manuals are mailed to students well in advance from the day the experiment is to be performed. Online quizzes and polls are regularly conducted to record the feedback of the students and take the requisite actions towards improved

learning outcomes. Lastly, various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc to teach subjects that require use of conventional blackboard writing.

LMS is another platform which is created for effective teacher-student interaction wherein all the courses of each department has been created and respective faculty members and respective students are mapped to their respective subjects. Students get benefits from the e-content uploaded on LMS and teachers can assess thier students by giving them assignments, tests, presentations, quizzes and can give score to the individual students on the same platform.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

155

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

193

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

78

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1046

File Description	Documents

Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The college is obliged to adopt all reforms of the university with regard to internal evaluation. The Annual Report presented on College Day and on alumnae meet is an important context for conveying the institution’s reform policies and evaluation process to the external stakeholders. The college through university and college websites, instructions, notices, announcements, student’s assembly and tutorials make the students and faculty aware about the basic eligibility criteria for internal evaluation process.
- The internal assessment system is geared towards mapping individual differences in performance which includes progression/improvement over time on the performance parameters and gives quantitative and qualitative credit for the same. Assignments and presentations are arranged for the students to enhance their writing skills, presentation skills, confidence which helps in preparing for examinations and improve their performance. Other kinds of creative evaluative strategies, like oral tests, quizzes, objective tests are also used. For both assignments and projects, students are encouraged to explore and research on topics beyond the curricula.
- Apart from all the offline modes, all possible online modes were successfully inculcated in period of pandemic. Online quizzes, power point presentations, group discussions on zoom meetings, online viva-voice, online test through goggle sheets and different ways are adopted to determine the extent to which the students met their learning objectives.
- At the end of the semester the Principal asks HOD/ staff members to submit the internal assessment marks of each eligible student of all streams and verifies the same.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

- The criterion followed for internal assessment is as per university directions and the process is completely transparent. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The periodic evaluation of student’s performance in theory and practical is done by faculty members through unit tests, assignments, presentations, viva voice which includes regularity, performance and the promptness in submitting the record.
- Evaluation is done within three days from the date of examination. Evaluated marks are based on defined strategies.
- At the college level, the answer scripts of unit tests are returned to the students by the respective teacher with suggestions and comments for improvement. Any grievance is handled there and then. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.

- The marks obtained by the students in internal assessment tests are displayed on the department notice board, uploaded periodically on the college web portal along with their attendance. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record.
- Query if any is discussed with faculty and HOD. In case of any discrepancy, the student contacts the respective teacher/HOD/Principal who rectifies the same.
- Before sending the Internal Assessment Marks records to the university, marks entered are verified by the college twice and when the students scrutinize the marks to their satisfaction expressed through their signatures.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- As part of quality initiatives, both universities i.e. MDU Rohtak and G.U,Gurugram have formulated the Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) for all programmes. These outcomes are incorporated in the prescribed curricula of the concerned courses and displayed on both universities websites to facilitate accessibility to various stakeholders including the teachers and students.
 - The College institution is committed to conduct programmes that are immensely supportive for the holistic growth of students and meet their future prospects requirements of the society, region and the nation.
 - At the beginning of every semester, the faculties share and discuss with the students about the respective course structure. The teachers elaborate POs, PSOs and COs in their respective classes to the students through induction programmes and mentor-mentee interactive sessions. As part of the Choice Based Credit System, students are encouraged to check the content of courses that they intend to take before registering for particular course.
 - The participation of students at every level including classes, extracurricular activities, excursion trips and co-curricular activities help in facilitating the achievement of the intended learning outcome.
 - The transparency and objective approach maintained at the level of assignments, tests and assessments and their communication to the students, the realistic analysis of the areas in which they need improvements or further strengthening help in achieving the stated outcomes.
- The college provides such conducive environment through teacher-student interaction that their latent skills and talents are exhibited and developed. This prepares them to perform well in professional as well as other spheres of life.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

- The learning effectiveness of any programme and course depends on the POs, PSOs and COs. The outcomes have been designed with an aim to develop sensibilities towards nation-building, namely, social cohesion, peaceful co-existence, responsibility and accountability, ethical values and multiple interests of the student community.
- The institute ensures the effective implementation of evaluation reforms as devised by the said universities and DGHE Haryana in letter and spirit..As feedback is critical in evaluating the outcomes of any process, it is employed to various stakeholders including the students to assess the impact of teaching-learning process. Students’ feedback on prescribed “Feedback Form” covering the entire gamut of course content, quality of teaching, delivery mechanism, student satisfaction, etc. is obtained to assess the efficacy of on-going system of teaching and learning. In addition, feedback from the parents, alumni, employer and employees is also obtained and analyzed. The analysis of such feedback is carried out both at department level in the form of “Academic Audit” by two external experts as well as at faculty level for taking necessary steps to ensure the outcomes.
- Our Internal Assessment based on regularity in attendance, assignments and class tests is an essential component of formative evaluation. Final university semester exams are conducted for summative evaluation.
- Seminars and group – discussions, workshops/seminars/fests are held to evaluate and enhance their academic performance and leadership skills.
- Winners of talent hunt represent College at Youth Festival, exhibitions and other district and state level literary and cultural events.
- Sportsperson are given extensive training. They represent college and university at various sports events of national level.

To evaluate PG programme outcomes, various industrial internships and research outputs in the form of paper presentation and publications were encouraged.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

2132

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://gcggn.in/igac_2020-21/AnnualReport

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance

(Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://gcggn.in/iqac_2020-21/SSS

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 year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Members of this institution are encouraged to explore their respective fields beyond the realms of curriculum. Individuals are fully credited for their publications and new ideas while being invited to take upon the role of mentor for new and upcoming members. The institution plays a vital role in facilitating and cataloguing the whole end to end process of researching, provision of platform and networking. The IQAC proposed that to make the teaching and learning effective and efficient more and more smart class rooms should be created by installing smart boards with projectors and speakers. The Programme are organized to equip the faculty with IT skills so that they can work with full aplomb on smart boards and teaching becomes resource full, participative and

interesting. It was also suggested that students should also be encouraged use smart boards for retrieving new knowledge before the class or during the free periods.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

File Description	Documents
URL to the research page on HEI website	https://gcggn.ac.in/Data?Menu=rSas3impO6s=&SubMenu=ikfhv2HzHJI=
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

03

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data	View File

Template)	
3.4 - Extension Activities	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
Students are expected to become respected members of the society and not just successful individuals in their chosen path. Initiatives like - 'Each one Teach one', Swacch Bharat Abhiyaan, sharing excess food with the needy rather than letting it go to waste and water conservation have seen widespread participation from our students. Student bodies are also encouraged to educate their peers about the prevalent social issues and have taken oath to eradicate injustices like- child marriages, dowry and child labour both in the present and the future. INTERNATIONAL SEMINAR (ONLINE & OFFLINE) ON AN INTERDISCIPLINARY THEME POST COVID-19 CHALLENGES AND OPPORTUNITIES : A PRAGMATIC APPROACH was organised by Department of Geography Government College Sidhrawali, District Gurugram ,State Haryana- India under the aegis of Department of Higher Education Haryana & 8 Haryana Battalion NCC Rewari, Under Group Head Quarter NCC Rohtak In collaboration with Government College for Women Sector-14 Gurugram & NETRA Institute of Geo-Informatics Management and Technologies Foundation, New Delhi on 8th October 2020.	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year	
02	
File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File
3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year	
3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
38	
File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File
3.4.4 - Number of students participating in extension activities at 3.4.3. above during	

year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1850

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The college has a resourceful, friendly for specially abled, physical infrastructure to provide quality education and inclusive teaching-learning experience to its students and faculty.

The College provides a state of the art infrastructure that gives the students excellent learning opportunity as it is critically related to the vision of our college. The Lecture Halls are well

ventilated and spacious, augmented with Integrated Audio-Visual teaching aids. The Seminar Halls are well-equipped and air-conditioned with latest audio-visual aids, projectors, white boards, internet connectivity for conducting seminars and workshops thus provide best quality of learning experience. The State-of-the-art auditorium with seating capacity of over 1000 act as a common ground for students, faculty and guest speakers of various fields for regular interfaces, conferences and other events. The institution is having a Central library with a seating capacity at 200. The Departments are spacious and are well equipped.

The institution is fully under the CCTV surveillance. There are 5 girls Hostel having 203 rooms with a capacity of 750 students. The institution have installed various RO systems to provide pure water to the students.

Various facilities available in college campus are as follows:

Classrooms and Seminar Halls

- Forty Eight classrooms
- Seminar halls with ICT facilities
- LCD projectors
- LED Digital Board for displaying the events and academic activities of the College
- Green chalk boards in the classrooms
- White boards in Various Rooms
- Office rooms for Officials

Laboratories

There are various department labs:

- Biotech Labs
- Botany Labs
- Chemistry Labs
- Commerce Lab
- Computer Labs
- English Language Lab
- Geography Labs
- Home Science Labs
- Maths Lab
- Music Labs
- Physical Education Lab
- Physics Labs
- Psychology Lab
- Zoology Labs

Computing Facilities

- Computer Labs: UG Lab, PG (MCA, MSc) Lab, and Computer Education (Literacy) Lab
- Printers, Scanners and Photocopy Machines
- Internet facility in each department.

Power Backup

Generators having a capacity of 250 KW, UPS for uninterrupted power supply.

Library

The College Library has a collection of around 44,000 books and various journals and magazines. There are reference section, journal section, reading hall, internet and browsing centers, etc. The library is fully automated with SOUL 2.0 software. There are

adequate infrastructure facilities for effective learning, and the College is periodically maintaining and improving the facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Facilities for cultural activities:The college has been blessed with an array of faculty members in music department. The college has both music vocal and instrumental as optional subjects. Apart from a number of instruments, college has an auditorium equipped with all the latest techniques. The college participates in all categories of dance and music events in both district and state level apart from the different activities organized during the Youth Festival by the parent university. The collge can boost of the award that our students have bagged in cultural activities. During 2020-21, our students have represented us in various different competitions and won positions includingfirst prize(s) .

Sports Facilities:

- 200 Meter Track
- Basketball Court
- Badminton Court
- Volleyball Court
- Handball/Hockey/Football Ground
- Kabaddi Court
- Judo/ Taekwondo
- Yoga Facilities
- Mini Gymnasium

All equipments and facilities related to above mentioned games are available in the sports deptt.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

17.49

File Description	Documents
Upload any additional information	No File Uploaded

Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is automated using Library Management System, SOUL 2.0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
---	-----------------------

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1.78

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

400

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Yes, the instute frequently updates its IT facilities such as Computers, printers, Internet Connection, wifi connection, softwares etc

File Description	Documents

Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

243

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ≥ 50MBPS
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File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

45.54

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college ensures optimal allocation and utilization of the available financial resources for maintenance. Regular meetings of various committees constituted for this purpose are held. The highlights of the procedure and policies are 1. Laboratory: Every year department is asked for its requirement. The purchase is done by constituting purchase committee. Every item purchased is maintained in the Stock Register and stocks are annually verified.. 2. Library: Demand received from various departments is forwarded to the library committee which in turn processes the purchases as per fund available. Numerous different committees, namely Library Committee, e Learning committee. Digital Committee etc, are formed to look after different aspects of library requirement. 3. Sports Complex is looked after by the department of Physical Education with number of sports facility already there and more coming like stadium, gym etc 4. Computers are looked after and purchased through hardware, software committees formed for the purpose. Demand from different department is collected time to time. 5. Class rooms: Central Time table is designed by the time table committee after inviting suggestions from different departments keeping in view the maximum utilization of available resources.

File Description	Documents

Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1413

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non-government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=ROFj+/eyOLA=
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

386

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

386

File Description	Documents
Any additional information	View File

Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
--	---------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

232

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

350

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Students of our college are honed for the overall development of personality. They are trained for different activities that help them to work in different administrative as well as extra-curricular activities NSS and NCC students work in all the competitions and activities organized by the college , Job fair is such an event where volunteers from NSS and NCC act as delegates that help in organization and result compilation. The comparing work /task to has been taken care by the students of English Honours and Hindi Honours . The cultural activities too are organized by these students under guidance and supervision of the faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Five Alumni meets were held till now. Last alumni meet was held on 3.11.2019 and the occasion was graced by more than 100 alumni from

various batches right from the first batch to the most recent batch. After that no Alumni meet was held due to pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

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

The vision and mission of our institute is to evolve and educate our students to embrace the modern without forsaking the tradition and culture of our great nation and while retaining its regional roots to encompass and articulate global concerns and the wider social imperatives. Our aim in 2020-2021 has been to prepare our students to be both professionally and personally competent as well as self reliant in order to face the challenges thrown at them due to Covid-19. In order to do so we encouraged our students not only to pursue academics online but also to participate and get involved with various clubs, associations and societies through various online platforms. Our mission is also to contribute towards women empowerment by instilling in our students a sense of duty towards self, society and the country and this is successfully carried out through programs like NSS, NCC and Women Cell.

The institution follows a democratic and participatory mode of Governance with all stakeholders participating actively in its administration. The principal, head of departments and conveners of various committees and cells along with the staff representatives on higher decision making bodies play an important role in determining the policies and implementing the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution practices decentralization & participatory management in keeping with its belief in collective leadership and democratic traditions. At the beginning of the academic session the Principal, who is the academic and administrative head of the institute holds a general meeting with the staff members and discusses the plan of action and circulars from the university and Director of Higher Education to be implemented in the new session. Committees are framed at the beginning of academic year to perform indispensable tasks for smooth functioning of the institute, such as purchase committee, timetable committee, library committee, women cell, legal literacy cell etc. Departmental Heads also conduct meetings in their respective departments for allocation of papers to be taught, preparation of departmental timetables etc. Through their adept handling of their department and committees, the heads, conveners along with the teachers as members of various committees discharge an energetically pervasive role as motivators and

spearheads, thereby contributing to the health and vibrancy of the management mechanism in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute has a strategic plan to mobilize all the government Grants and funds towards the development of the infrastructure of the institution in a systematic, well thoughtout and phased manner to meet the requirement of the students. Keeping up with this aim, administartive approval was sought from the State Project Director, RUSA, Panchkula, Haryana for construction of a new Girls Hostel in the college under RUSA Equity Initiative. After the sanction was accorded a sum of rupees 1.25 Cr was tranferred to HPHC, Gurugram to initiate the process of construction of the New Girls Hostel. Finally the hardwork paid off, the foundation stone was laid on 17th September 2020 and the construction started. The construction is now almost complete and the building is ready for handover.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Government Collegefor Girls Sector14, Gurugram comes under the direct purview of Directorate of Higher Education Haryana. The college is affiliated to MDU, Rohtak and GU, Gurugram whose policies are applied in the governance of the college. The principal is at the top of the internal organizational structure. He is DDO (Drawing & Disbursing officer) of the college. The teaching and Non-teaching staff is at the lower level having responsibility for different administrative works of the college. Ten senior most associate professors of the college form the college council. There are various committees to ensure proper working of the college. The convener / coordinator and members of concerned committees along with the IQAC members take majority of decisions in consultation with the principal and Bursar. They discuss and decide the activities to be undertaken, plan of action, resolution of problems and other issues.

All the financial powers are vested with the Principal while there is a Bursar to closely check and monitor all the bills before getting them sanctioned from the principal. There is a Deputy Superintendent who looks after all official works along with 3 clerks 9 JLAS and 2 LAs. There is a Dispensary to provide medical aid to the students and staff where a nurse is deputed forfull time.

All appointments are strictly made by Haryana Public Service Commission, Panchkula. The service of the teacher is governed by Haryana Education (college cadre) group 'B' Service rules 1986 as amended from time to time. Seniority too is fixed in accordance with the department rules.

File Description	Documents
Paste link for additional information	Nil

Link to Organogram of the institution webpage	http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=1f+7/DE4pv4=
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching: - Since it is a government college it follows all government rules regarding welfare schemes. The facility of L.T.C (leave travel concession) is available to both teaching and non-teaching staff members. Children education allowance has been made available for the whole staff. Besides these the members can take loans. All regular employees are given leaves as per govt. rules. In times of Covid provision of corona vaccination & isolation leave (15 days) was made for affected employees. Apart from this the female staff can avail maternity leave for 6 months and child care leave for a maximum of two years. In unfortunate circumstances miscarriage leave can also be availed. The male staff is eligible for paternity leave. In addition to these, there is provision for cashless medical facility for five chronic diseases. Medical bills can also be reimbursed. During the corona time employees with disabilities, vulnerable persons & pregnant women were allowed to work from home.

Non Teaching: - For Non teaching staff besides the above welfare schemes wheat loan is also available during the season. Festival advance along with special allowance is also availed by the employees. These facilities are availed by class IV employees only. Staff members can avail 15 EL in the first 10 years of their service, 20 EL for the next 10 years and 30 EL until retirement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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File Description	Documents
Upload any additional information	View File

Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File
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6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

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File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The government has formulated a comprehensive procedure for the annual appraisal of the faculty. Annual Confidential Report (ACR) is the tool of performance appraisal of the faculty. The ACR Performa, which is the record of the year long activities together with their results is filled by all faculty members. This was earlier done manually but since 2020-21 it is being done online through MIS. The principal verifies the claims made by the staff and grades the performance and sends it to the higher authorities.

There also exists a yearly self appraisal system wherein the teachers are provided with a academic performance indicator(API) criteria based PBAS performa through which the information is collected about the overall performance, results, research, academic/curricular/extra-curricular achievements. It has three categories. The first one deals with teaching, learning and evaluation related activities. The second category consists of co-curricular, extension and professional development related activities. The third category includes research and academic contributions. The principal then evaluates it.

There is an annual performance appraisal system (ACR) followed for non teaching staff in the college apart from evaluating them on their enthusiasm, sense of responsibility, punctuality, behavior and attitude for team work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections

Internal Audit System:-

- All financial transactions at college level are monitored by the Bursar and DDO. It is only after the Bursar’s recommendation that any bill is passed for payment as per Haryana govt. rules and instructions. The college also has a cash book in which the entire details of income and expenditure are recorded. Every payment is made by account payee Cheques/NEFT/RTGS and the amount is directly debited to the accounts.

External Audit System:-

The External Audit system:- The External Audit system has two main agencies to audit funds and grant of the college.

- Auditors appointed by the Dept. of Higher Education Haryana, Panchkula.
- Accounts General, Haryana.

No external audit was carried out in the session 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

There is a well-defined and efficient mechanism in the college to monitor the use of financial resources. This facet is looked after by the Principal who is assisted by the college council and an efficient Bursar. Bursar, who acts as a financial adviser to the

Principal, takes care of income and expenditure of the college. Funds given by UGC are utilized as per UGC Guidelines. Quotations are invited as per Government rules, Payment are made timely through cheques and online mechanism. Government grants are utilized as per government rules. There is a purchase committee constituted mainly for items purchased out of government grant. Various committees are constituted for many tasks done in the college. These committees are accountable for the work to be done as per govt. norms and to use the fund at their disposal efficiently.

The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government, RUSA etc. It also actively solicits MP LAD grants for the betterment of the institution. Space which is at a crunch in the college is utilized fully and imaginatively. Due to the shortage of classrooms some area of the grounds has been transformed into teaching venues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- As a result of IQAC initiative practice of Mentor-Mentee System has been institutionalized. Each teacher is made a mentor of 60 students. The same teacher continues to be the mentor of his/her batch till theypass out of college. He/she informs the mentees about various activities being held in college and guides the students academically as well as personally by interacting with them on a regular basis directly or through WhatsApp groups. He/she serves as a link between the administration and the students. The role of the mentor became specially important during covid times when he/she continued to guide the students emotionally as well as psychologically.
- The teacher and students work in co-ordination to fulfill their social responsibilities and this is done through the various committees formed in college, especially the NSS. This approach makes the students considerate towards the environment, less privileged, deprived, the old and abandoned. In keeping up with this spirit our NSS students had adopted Chandan Nagar Basti earlier. But in Covid times a different approach was adopted to fulfill the same objective of serving the society. Rs 3,32,800/- were voluntarily collected by the students and staff for District child welfare department. The staff contributed to help Monika, a student of MA (Eng) 1st year and her 3 siblings (a brother is mentally challenged) who lost both her parents within 15 days to Covid. The record is maintained by Sahyog committee of college.

Besides these other activities were undertaken by the NSS, Woman cell, Red Cross committee, Road Safety committee etc. whichincluded tree plantation, celebrating yoga day, World environment day etc. These committees also organized various onlinecompetitions and lectures to create awareness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. In 2020-21 session, the studies of students was seriously affected due to the lock down imposed as a result of Covid. The teaching Faculty took the situation as a challenge and switched to online mode of teaching for the session. Teachers were given training for online classes by SD College, Ambala under the aegis of DHE, Haryana. The motto was to empower the teachers with proper knowledge of computer skills like zoom meeting, Google classroom, Google forms, how to make video lectures and upload them on YouTube, LMS etc. Teachers successfully conducted the classes through Jio meet, Google meet and zoom meet. Practicals were done in offline mode.

The learning outcomes of the students was measured through tests conducted through Google forms. Presentations and Assignments were given and collected on LMS and Google Classrooms. Internal Assessment was given on the basis of attendance, tests, assignments and presentations made.

2. To inculcate progressive life skills and ensure all round development of students some Value added Courses were started by DHE, Haryana. A meeting was held with the concerned Heads of the departments, and a committee of the senior staff members was constituted for the smooth and successful completion of these courses on Green chemistry, cyber security, advertising and marketing and professional etiquettes.

In first phase, 50 students were enrolled in each course on merit basis. Course objectives, learning outcomes and pedagogical approaches were formulated by each department. These courses were taught by regular faculty members of the college. The students were evaluated on the basis of assignments, group discussions, presentations and written exam. Students with 80% attendance were eligible for taking the exam and Certificates were issued to the students who cleared the exam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gcggn.in/iqac_2020-21/AnnualReport
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year
<p>* Various Committees to ensure the atmosphere of inclusive learning without any fear, intimidation, bias, bullying and violence.</p> <p>-Women Empowerment Cell</p> <p>-Anti-Ragging Committee</p> <p>-Prevention of Sexual Harassment Committee</p> <p>-Internal Complaints Committee</p> <p>-Discipline Committee</p> <p>* Programs organized for the promotion of gender equity:</p> <p>- Women Cell organized an online session on "Body Image" (26th July 2020). Dr. Vgeesha Rao, Counseling Psychologist, Fortis Memorial Hospital, Gurugram discussed the issue of 'body shaming' with students.</p> <p>- Online Talk on 'Women Empowerment' (12th August 2020- International Youth Day) by Dr. Renu Yadav, Director, Aarvy Hospital Pvt. Limited, Gurugram.</p> <p>- Online Talk on " Impact of Dressing Style on Personality" by Dr. Anu Gupta, Panjab University, Chandigarh on 12th September 2020.</p> <p>- An awareness programme on "Hormonal Disorder in Women" (21st September 2020). Dr. Luxita Sharma, H.O.D. Nutrition Science Department, Amity University, Gurugram discussed the issue at large and also took problems from the students.</p> <p>- "Poshan Mah" celebration in the month of September 2020.</p> <p>- Webinar on "Artificial Intelligence" on 7th December 2020. Female students were encouraged to choose the so called unconventional field of study. An eye opening session focusing on immense opportunities in the field for women.</p> <p>- Session on "Stress and Anxiety Management" by Dr. Brahm Deep Sindhu, Civil Surgeon, Palwal on 11th January 2021.</p> <p>- One week Yoga Workshop in the college campus from 06.01.2021 to 13.01.2021.</p> <p>-Baking Workshop in the college campus from 15.01.2021 to 18.01.2021. The workshop offered entrepreneur opportunities for female students in an otherwise unequal world.</p> <p>- Self Defense Training Workshop in the college from 18.01.2021 to 27.01.2021.</p> <p>- Lecture on "Property Rights of Women" by Dr.VageshwariDeswal, Associate Professor, Faculty of Law, University of Delhi on 1st February 2021.</p> <p>- Live Talk on "HIV AIDS Awareness" by Ms. Shikha Garg, Senior ICTC Counselor, Civil Hospital, Gurugram on 3rd February 2021.</p> <p>Safety and Security:</p> <ul style="list-style-type: none">• High walls and strong gates surround the college campus.

- The college has a number of well trained guards (male/female) who look after the safety of the girls in the college and in the hostels.
- CCTV camera are installed at all strategic points like college main gate, parking, corridors, canteen, mess and other places to ensure the safety of the students and the staff.
- Identity Cards are issued to all students to ensure the entry of bonafide students in the campus.
- A PCR van of Haryana Police with lady constables is permanently stationed inside the college premises.
- The college authorities in association with Haryana Police made most of the girls download the Durga Shakti app which enables women in distress to seek immediate help from the police.
- Teachers are assigned Proctorial Duties to monitor the activities of the students around the college.

File Description	Documents
Annual gender sensitization action plan	http://gcggn.in/iqac_2020-21/Criteria07
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gcggn.in/iqac_2020-21/Criteria07

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management of Government College for Girls, Sector 14, Gurugram is based on 3 R's - Reduce, Reuse and Recycle. Every effort is being made to keep the campus clean and environment friendly.

***Solid Waste Management:**

-Dustbins are placed at key points in the campus to keep it neat and tidy.

-The MCG vehicle comes regularly to collect the garbage from the college and the hostels.

- The leaf litter from the college campus is converted into Bio-compost and the same compost is used for gardening purposes.

- Students are regularly advised not to waste food. Extra food from the mess is distributed among the needy people.

- Plantation drive is undertaken regularly during monsoon season to check air pollution and make the campus green.
- Students from the home science department use their creative hatsto recycle solid waste like bottles, wooden pieces, papers, etc into decorative items.

https://www.facebook.com/14gcg/videos/464179804998077

Liquid Waste Management:

- The institution has a well-laid sewage system.
- Leaking taps and pipes are regularly repaired.
- All chemical waste generated from the chemistry lab is first diluted and then disposed off through sewage pipes.
- The college is equipped with a rainwater management system. Rainwater harvesting and recharge pits are available in numerous locations in the institution.

Biomedical Waste:

- Sanitary waste like diapers, sanitary towels, or any similar waste generated is wrapped securely in a newspaper or suitable biodegradable wrapping material and put in dust bins, and transported to MCG facility.
- Incineration machines are installed near the washrooms in the hostel for disposal of sanitary napkins in environment-friendly way.

E-waste Management:

- Electronic items are handled with care and put to optimum use. They are maintained and repaired as per the need.
- All e-waste is written off and disposed of as per the guidelines of the Haryana Government.
- The UPS batteries are recharged/exchanged/repaired outside the campus.
- The cartridges of printers are sent out for refilling.
- The students are educated about the hazards of e-waste and the importance of responsible disposal of the same. Students from the home science department have even used Compact disks (CD) to make decorative items.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles
- 2. Use of bicycles/ Battery-powered vehicles
- 3. Pedestrian-friendly pathways
- 4. Ban on use of plastic
- 5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File

	Uploaded
<p>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 200 words).</p>	
<p>The institution’s regulations and policy guidelines for admissions, recruitment, administrative function and academics are framed in a very inclusive manner. Though the college is strategically located in the Delhi NCR (Gurugram) yet more than 50% students come from the villages as 5% relaxation in marks is given at the time of admission to the students who have passed their qualifying examination from the rural schools.</p> <p>To safeguard the interests of the scheduled caste students the college has an SC cell. The cell ensures the implementation of the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. It also works as a grievance redressal Cell for the Grievances of SC students and employees of the college. To minimize the drop-out rate of students belonging to scheduled caste and other economically deprived sections there is provision for scholarships and stipends.</p> <p>The infrastructure of the college is conducive to the needs of differently abled students and employees. The entire campus is covered with tactile paving. The college also has an Equal Opportunity Cell. Internal Complaints Committee and Women Cell of the College ensure safety of female students and employees.</p>	

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

<p>7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</p>	
<p>Anybody fulfilling the citizenship criteria given in the constitution becomes liable to enjoy all the benefits conferred upon him or her through the constitution. But to become a responsible citizen it is important to be aware of one’s duties as well. The beauty of Indian constitution lies in its equal emphasis on duties as well rights. Democracy cannot establish deep roots in society unless the citizens don’t complement fundamental rights with their fundamental duties. The Indian constitution delineates every responsibility and duty that an Indian citizen is expected to abide by such as uphold and protect the sovereignty, unity, and integrity of India; respect the National Flag and the National Anthem; to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women etc.</p> <p>Some of these duties cannot be enforced legally upon the citizens even by the courts. It becomes the responsibility of the educational institutions to inculcate those values and duties among its students and employees.</p> <p>The Legal Literacy Cell of the college tries to imbibe constitutional values in students and employees through its activities organised in accordance with the guidelines of Haryana State Legal Services Authority (HALSA)/DGHE. The cell organized a multi activity Intra- Level competition on February 13, 2020. The major competitions under the event were Slogan Writing, Essay Writing, Poetic Recitations, Skit, Quiz, On the Spot Painting,</p>	

Speech/Declamations, Debate, Power Point Presentations and Documentary etc on topics like Constitutional Values, Protection of Women Against Domestic Violence Act, 2005, Rights of Destitute Women and Children, Rights of Disabled People etc. Winners of the events participated in District Level Competitions held at Dronacharya College, Gurugram on February 28, 2020. Students won First prize in PPT, Documentary, Debate, Skit, On the Spot Painting, Essay Writing and Second position in Quiz, Speech, Slogan writing, Poetry. Divisional Level Competitions will be held in the last week of March 2020 in our college.

Apart from the above activities, all the national days i.e. 15th August, 26th January, 2nd October etc. are celebrated in the college. The college also celebrates Constitution Day on 26th November and Voter’s Day on 25th January of every year. The mentor-mentees group of the college were also used as Voter Awareness Forum during Haryana State Assembly Elections. To encourage the students a campaign called “selfie with inked finger” was started where the students who shared their selfies after casting the votes were handed over appreciation certificates. The students were also encouraged to apply online for their Voter Cards.

We fulfill our institutional responsibility by making the students aware of their constitutional values/duties in the same way as their fundamental rights.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://gcggn.in/igac_2020-21/Criteria07
Any other relevant information	Nil

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college celebrates many national and international commemorative days, events and festivals with great enthusiasm and zeal. The institution believes in the overall development of the students and the students are on the mission to make better India. Some of the important days and events that are celebrated in our college are as follows:

NATIONAL COMMEMORATIVE DAYS

1. 26th January (Republic Day)

It is celebrated to commemorate the adoption of constitution. This day various events like flag hoisting and march past followed by 'constitution awareness program' are being organized. Students sing patriotic songs and recall the sacrifices of our national heroes.

2. 15th August (Independence day)

It is celebrated every year along with hostelers, day scholars and staff members. It is observed with flag hosting ceremonies and parade by NCC students. A small cultural program in the memory of our freedom fighters is also being held in the college.

3. 2nd October (Gandhi Jayanti)

Gandhi Jayanti, the birth anniversary of Mahatma Gandhi is celebrated every year to highlight and spread the principles of peace and nonviolence. From 2019 onwards, October 2nd is celebrated as "Rashtriya Swachhta Diwas".

4. 5th September (Dr. Sarvepalli Radhakrishnan Birth Anniversary)

On 5th September we celebrate Dr Radhakrishnan birthday as teacher's day with great fervor. The students organized a program for their Teachers. Smt. Indu Jain (Deptt. of Sanskrit) , Smt. Sunita Sharma (Deptt. of Economics) of our college were awarded as the best teachers of Haryana.

5. 29th September (Surgical Strike Day)

The college started celebrating surgical strike day on 29 September to commemorate the cross-border operation India had carried out against the terror camps in Pakistan 2 years ago.

6. 31st October (National Unity Day)

31st October is celebrated every year in our college to bring home the idea of importance of secularism which is the base of our national unity.

7. 25th Jan (Voters Day)

National Voters day is celebrated on 25th Jan to highlight the importance of voting and every vote. Mentors encourage their mentees to take a pledge to cast their votes.

INTERNATIONAL COMMEMORATIVE DAYS

1. 8th march (International Women's Day)

To highlight the inner strength of women in the society, the day is celebrated with great fervor. Some renowned personalities are invited on this day to inspire the students to March ahead in life.

2. 21st June (International Yoga Day)

The International Yoga day is celebrated by students and teachers keeping in mind the idea of the unity of mind and body as a holistic approach to health and well-being. The message of regular practice of Yoga was given to the students so that they can achieve a better life physically, mentally and spiritually.

EVENTS AND FESTIVALS

1. 10th August (Tree Plantation Day)

Tree plantation ceremony is celebrated in the month of August every year in our college. It inculcates a sense of responsibility among

the students for the environment and the need of growing trees and preserving them.

2. 11th August (Teej Mahotsav)

Teej mahotsav is celebrated in our college every year to give the students the flavor of local festival. The girls enjoy folk songs and swings. Mehandi competition is also organized on this day every year.

3. Vasant Utsav

Vasant Utsav is also celebrated in our college every year in the month of February with zeal and enthusiasm. More than one thousand students participated in various activities like singing, Dancing, slogan writing and poster making.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Sehyog

'Sehyog' came into existence by the efforts of a bunch of like-minded faculty members (Government College sector 14, Gurugram) who were helping the needy financially as well as socially in their small ways. They created this platform for collective charity and they became inspiration for other staff members also, which made the platform bigger and stronger. 'Sehyog' not only helps needy students to complete their education but also helps employees of the college in their hour of need. It works on the principle of self-reliance and also provides refundable loans so as to protect the self respect of the employees. Its mission is to spread happiness in the society. The belief is that if we spend time, money and energy in the service of mankind, it not only makes our surroundings better but makes us better human beings. It is a small effort to make a college/society/world a better place to live in.

Practices

- 1 In the year 2020 -2021, grocery kits were donated to the class IV employees.
- 2 Rs 1.62 lakh were donated to the mother of our ex-student of college, Mrs Nirmal as she came to seek help from the college .
- 3 A hand of help was extended to our devoted employee Mrs Cheenu, when her husband was admitted in the hospital during covid-19 and an amount of Rs 45000 was given to her.
- 4 One of our MA previous students Ms Monika, Roll number 220034152023 who lost her parents during Covid was extended help of Rs 3 lakh by the college.

2. Mentor Mentees Practices

1. To promote the personal and professional growth of a mentee.
2. To influence, guide and direct the mentee.

3. To provide psycho-social support, role-modelling, friendship, emotional support, encouragement and career guidance to the mentee by providing advice and discussing goals.

The Context:-

During the pandemic mentor mentee practices played a significant role in the smooth functioning of our institution. In an institutional setting what matters is that mentors have experience that others can learn from. Mentorship experience and relationship structure affect the amount of psycho-social support, role-modelling and communication. Mentoring has significant behavioral, attitudinal health related relational, motivational and career benefits.

Practices:-

During the pandemic all the relevant information such as notices, extra curricular activities and online competitions were shared through the mentor mentees groups. In an informal mentorship a relationship gets formed between mentor and mentees. They can discuss their personal problems and concerns. During the Covid time this helped a lot in boosting the morale of the students as all of us were facing very difficult times. It also helped in easing out the emotional and mental burden/stress of the students.

Challenges:-

1. The students who are residing in remote rural areas face network issues and it becomes difficult for the mentees to contact their mentors during the pandemic.
2. As all the activities were conducted online, it became an extra burden for mentors as it would engage them all the time.
3. Unrealistic expectations and assumptions can wreak havoc on a mentoring relationship. Overloading the mentee with information and expecting the mentee to become the mentor's clone are two examples of unrealistic expectations that can have a negative impact on the relationship.
4. Inversely, the mentee may expect the mentor to provide more support and direction than is reasonable under the circumstances.
5. The student-teacher ratio sometimes becomes a hindrance in creating one to one relation. It becomes difficult for the mentors to connect individually with all the mentees.

Evidence of the practice

1. The success of the practice could be felt when all the activities of the college were going on smoothly during the covid-19 times. All the related information regarding the exams , practicals and competitions were passed to the students on time.
2. Mentors are really dedicated and enthusiastic for the welfare of their mentees and mentees in turn are more aware of their duties as students. This specially becomes a boon for the students during the tough times.

File Description	Documents
Best practices in the Institutional website	https://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=EZMZRWPEnRw=
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Along with imparting quality education, the institution also teaches its students to be responsible and sensitive citizens of the society. Students are taught these values through classroom teachings as well as co-curricular activities like N.S.S. (Not Me, But You), Red Cross Society, Red Ribbon Society, N.C.C. etc. Our Youth Red Cross students visited Old Age Home during Covid-19 and helped the old people. They also adopted one old person in their locality and helped them with the daily activities. Students used to visit them twice a day and made sure that they got their medicines properly.

Orphanage home adoption is also one such scheme under which students adopted three orphanages. Thirty students were appointed for this under the supervision of Nodal Officer, Mrs Rakhi Kaushik.

Three orphanages given to us were-

- 1. Salaam Baalak (Arushi Homes)- It has 41 girl children between the age of 5 to 18 and one library.
- 2. Udyan Ghar- It has 8 girls.
- 3. Bal Kalyan- It has no girl child and a library.

It created an attitude of empathy among the children and made them responsible for the society as a whole.

Cloth Donation Camp was also organized by college students where winter clothes were collected and later distributed among the needy.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plan of action for next academic year:

- 1. Covid has taught us the necessity of Digitalization so the focus of next academic year would be on blended mode of learning through ICT tools. Mentor groups played an important role during Covid pandemic in not only passing the information but also engaging with the students in academic and non-academic discourses. Efforts would be made to make Mentor-mentees groups more functional.
- 2. Six smart classrooms in addition to 10 existing smart classrooms are also proposed to enhance the effectiveness of teaching learning process.
- 3. Plan to set up "MCA Lab" for the larger interest of students worth 50 Lacs
- 4. Plan to set up "BCA Computer Lab" estimated cost 50 lacs for better teaching and learning experience of BCA students and teachers
- 5. Plan to set up multipurpose hall for hosting national and international conferences/ seminar/ guest lecturers/ presentations with approx. cost 70 Lacs
- 6. Plan for the construction of new Academic Block.
- 7. Plan for the reconstruction of dilapidated boundary wall of GCG, Sec 14 Gurugram with the estimated cost of around 30 Lacs.
- 8. Develop the institution as a model environment-friendly campus - STPs, water conservation, recycling of waste, etc.
- 9. Life skills-building programs

10. Capacity building in emerging areas
11. IQAC to undertake an internal academic audit
12. To sign MoU's with industry
13. Plan to conduct workshops/seminars/Industry Visits/ conferences
14. One of our chief priorities is to provide clean and safe drinking water to the students and staff of the college. For this purpose, it is planned to install industrial RO of 1000 litre capacity in girl's hostel. A request for the same has been sent to Area Head HDFC bank Ltd. Sec 53 Gurugram under CSR Fund of Bank to help the college in this initiative.
15. We have sent the plan for the requirement for creation of Sports facilities /Development of Herbal Perk /New Toilet Block for Girls Students in college campus
16. For the smooth conduct of office working we intend to send a request to DGHE Panchkula for the purchase of essential items for administrative office.
17. There is a plan to utilize hostel lapse security of Rs. 59 Lacs for the utility commodities of girl's hostel.
18. Plan to improve the physical infrastructure in the administrative blocks, staff room, classrooms, labs, and teaching faculty rooms. The estimated amount for this project is 49 Lacs.
19. Under the CSR installation of solar PV power plant is planned on college building roof. The cost will be met by CSR fund of SBI cards.
20. Keeping in view the changing educational, social, and economic scenario of the society the institute has a perspective plan for development while keeping in view the ideas of excellence, truth, and service. Some proposals have been sent to HEC seeking more funds for the merged schemes, the extension of girl's hostel, books journals, equipment, smart classrooms, etc. to improve the teaching-learning quality.