YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	GOVERNMENT COLLEGE FOR WOMEN, LAKHAN MAJRA, ROHTAK (HARYANA)

- Name of the Head of the institution — **Mrs. Anita Amani**

- Designation — **Principal -cum- DDO**

- Does the institution function from its own campus? — **Yes**

- Phone no./Alternate phone no. — **01257-265101**

- Mobile No: — **8295607779**

- Registered e-mail — **gcwlmr2022@gmail.com**

- Alternate e-mail — **iqacgcwlmr@gmail.com**

- Address — **Govt. College for Women, Lakhan Majra, Rohtak (Haryana)**

- City/Town — **Rohtak**

- State/UT — **Haryana**

- Pin Code — **124514**

2.Institutional status

- Affiliated / Constitution Colleges — **Affiliated**

- Type of Institution — **Women**

- Location — **Rural**

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Maharshi Dayanand University, Rohtak (Haryana)**

- Name of the IQAC Coordinator **Dr. Sunil Dhankhar**

- Phone No. **9671632356**

- Alternate phone No.

- Mobile **8708364195**

- IQAC e-mail address **iqacgcwlmr@gmail.com**

- Alternate e-mail address

3.Website address (Web link of the AQAR (Previous Academic Year)

https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTkzMTI=

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://gcwlakhanmajra.ac.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.74**	**2021**	**06/12/2021**	**05/12/2026**

6.Date of Establishment of IQAC **10/09/2013**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year `15`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? `No`

- If yes, mention the amount

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

`1. Successful NAAC Inspection`

`2. Memorandum of Understanding signed with Women's College, Tinuskhia, Assam`

`3. Regular IQAC meetings are called, periodical assessment of departmental/ societal/ committee activities`

`4. Workshop on effective presentation of SSR organized for Faculty Capacity building & amp; Skill Enhancement & amp and Tree-Plantation drive was organized`

`5. Orientation Program was organized for first year students after admissions`

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
Academic Audit by M.D. University	Successful academic audit was done by university of Affiliation i.e. Maharshi Dayanand University, Rohtak, which ensured quality
Strengthening of Alumnae Network	Alumnae meet was organised to strengthen Alumnae network and building a bridge between Alumnae and present students for guidance and progression to higher education
Mentor-mentee groups were assigned	Helped bridge the gap between teachers and students and gave the students chance to share their views or issues they face so that they can find a solution
Development of e-content	All faculty have their You-tube channels to share e-content with students
Constitution of screening committee	Ensured quality of publications, and verification of API scores

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	17/05/2023

14.Whether institutional data submitted to AISHE

Part A
Data of the Institution

1.Name of the Institution	GOVERNMENT COLLEGE FOR WOMEN, LAKHAN MAJRA, ROHTAK (HARYANA)
• Name of the Head of the institution	Mrs. Anita Amani
• Designation	Principal -cum- DDO
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01257-265101
• Mobile No:	8295607779
• Registered e-mail	gcwlmr2022@gmail.com
• Alternate e-mail	iqacgcwlmr@gmail.com
• Address	Govt. College for Women, Lakhan Majra, Rohtak (Haryana)
• City/Town	Rohtak
• State/UT	Haryana
• Pin Code	124514

2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	Maharshi Dayanand University, Rohtak (Haryana)

• Name of the IQAC Coordinator	**Dr. Sunil Dhankhar**
• Phone No.	**9671632356**
• Alternate phone No.	
• Mobile	**8708364195**
• IQAC e-mail address	**iqacgcwlmr@gmail.com**
• Alternate e-mail address	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTkzMTI=
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://gcwlakhanmajra.ac.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.74**	**2021**	**06/12/2021**	**05/12/2026**

6.Date of Establishment of IQAC	**10/09/2013**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**15**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	**Yes**

been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

1. Successful NAAC Inspection

2. Memorandum of Understanding signed with Women's College, Tinuskhia, Assam

3. Regular IQAC meetings are called, periodical assessment of departmental/ societal/ committee activities

4. Workshop on effective presentation of SSR organized for Faculty Capacity building & amp; Skill Enhancement & amp and Tree-Plantation drive was organized

5. Orientation Program was organized for first year students after admissions

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
Academic Audit by M.D. University	Successful academic audit was done by university of Affiliation i.e. Maharshi Dayanand University, Rohtak, which ensured quality
Strengthening of Alumnae Network	Alumnae meet was organised to strengthen Alumnae network and building a bridge between Alumnae and present students for guidance and progression to higher education
Mentor-mentee groups were assigned	Helped bridge the gap between teachers and students and gave the students chance to share their views or issues they face so that they can find a solution
Development of e-content	All faculty have their You-tube channels to share e-content with students
Constitution of screening committee	Ensured quality of publications, and verification of API scores

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	17/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	18/01/2023

15.Multidisciplinary / interdisciplinary

Government college for Women Lakhan Majra, Rohtak was established in the year 2008 with the vision of providing the students an easy access to value based higher education. The teaching learning pedagogy adopted adopted in this institution ensures the amalgamation of intellectual, scientific, emotional, social and cultural development among its students. The college offers degree courses in Arts, Commerce and Science. Multidisciplinary programmes like B.A, BCom, BSc and different workshops, training programmes, seminars have been introduced which enables the integration of different departments. Different social service activities meditated by NSS, Women Cell, relevant committees and clubs in the college play pivotal role in sensitizing students towards environmental, social snd health issues. The institution is looking forward to create a caring, safe, energetic, enthusiastic and supportive environment to assist learners to reach their maximum potential. Our college mission is to equip students with adequate knowledge and skills to compete in the present employment setup using latest learning resources.

16.Academic bank of credits (ABC):

NIL

17.Skill development:

Government College for Women Lakhan Majra, Rohtak focuses on skill development that enables students to acquire desired competency levels. The college has implemented a curriculum and syllabus in the paradigm of Outcome Based Education which focusses on skill development and outcomes of learning. The institution provides capacity building programmes and skill inculcation training programmes like Defense Training Programme by Women Cell, Communication and soft skill programmes by Placement cell, English Speaking skill by English department, cooking, knitting, sewing, decoration, stitching, baking, rangoli making etc. by Home Science department, business and management, financial literacy, communication, marketing, leadership etc. by Commerce department, analytical capacity building by Mathematics department, Hindi language skill by Hindi department and scientific temperament building and experimentation by Science department to all B.A, BSc and BCom students.
Our institution is looking forward to offer and provide different advanced skills to the students for enhancing the competency intellect. Our college is very committed to develop a quest for personal excellence in its students and nurture it.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language,

culture, using online course)

Established in 2008, in a rural area of Rohtak district, the college upholds the value of Indian knowledge system, Indian culture and heritage. The college commemorates Hindi Divas, Yoga Day and Birth Anniversaries of great personalities of India as an act of reverence towards Indian languages and culture. Faculty members are encouraged to impart the knowledge of their subjects in bilingual mode as students tend to understand better if taught in their mother tongue. The promotion of Indian languages, arts and traditions is also facilitated through various cultural and academic events/ activities. Competitions such as essay writing, poetry recitation, speech competition, folk song, folk dance, skit, etc. encourage students to stay connected with their rich Indian culture and heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome- Based Education (OBE) is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of high order learning, as opposed to a mere accumulation of course credits. While the traditional education system focuses on what is taught, OBE places emphasis on what is learned, which is a student centric model. IQAC organized one-day workshop on effective presentation of SSR on November 12, 2021. All the faculties of the college were trained in this workshop. Affiliated to MDU, Rohtak, the college implemented the course designed under OBE paradigm with Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) and teaching-learning pedagogy adopted at the Institute ensures implementation of OBE to transform the students into good human beings and responsible citizens. The outcomes have been articulated in the college Website. Every faculty member explains the course outcomes of each course before the commencement of the same.

20.Distance education/online education:

Online education provides ample flexibility to the students to learn and explore as per their requirements at their pace. Our college has an active LMS portal and it proved to be a versatile tool particularly during the Covid pandemic as it enabled conduct of online classes, management of attendance, submission of assignments, fine art festivals and even commemorate important days and events. During the pandemic, most of the classes were conducted online and faculty members and students have gained experience on working with digital tools such as Google Tools, Online Whiteboard, YouTube to develop and deliver e- content,

short videos, interactive power point presentations and other online content. With offline classes being pursued at present, the faculty and students at the Institute are looking forward towards blended learning as it integrates the learning experience with human aspect. Therefore, the students can gain from the benefit of online teaching along with face to face interaction with tutor and fellow pupils. Students are also encouraged to engage in courses offered by online portals to widen their sphere of knowledge and understanding and sharpen their skills.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**4**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**915**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**252**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**288**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**33**

File Description	Documents
Data Template	View File

| 3.2

 Number of Sanctioned posts during the year | **45** |

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**20**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**11,94,911**
4.3 Total number of computers on campus for academic purposes	**66**

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

The Curriculum for various courses is implemented according to the ordinance and regulations issued by Maharshi Dayanand University (Rohtak). Time table for different streams and classes is framed according to prescribed guidelines for all subjects. Time table is set for every department The workload of every department and teacher is prepared strictly under the DHE (Department of Higher Education, Panchkula, Haryana) guidelines and it is followed throughout the session. Practical examinations are conducted by inviting external examiner for respective subjects to ensure

quality of education. ICT methods are adopted by teachers for effective teaching and learning. Apart from traditional chalk-board method, smart boards are used to deliver the lectures with the help of power point presentations and animations. e-content is also served to the students to enhance the learning process and wide coverage of their curriculum. To create the awareness about our surrounding environment and its protection, Environmental study is the compulsory subject taught to the students of every stream.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://mdu.ac.in/admin/EventPage.aspx?id=4

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

The college conducts the Continuous Internal Evaluation as per the guidelines prescribed by the Maharshi Dayanand University, Rohtak. Information regarding the process of internal evaluation is shared among the students at the beginning of every academic session through an orientation program and also in regular classes. The internal assessment includes weightage of attendance in class, presentations, class tests, assignments and projects submitted by the students. Presently, internal assessment for respective theory papers is 20% of total marks (20 marks in a 100-marks paper). Internal assessments of even and odd semesters of all the students are submitted to the University by uploading them at the concerned web portal. Moreover, teachers ensure that the Internal Evaluation should not only test students' knowledge but also foster creativity and out-of the-box thinking. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://mdu.ac.in/

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	D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

0

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

0

File Description	Documents
Any additional information	View File
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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	View File
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

Priority is given to integrate cross-cutting issues relevant to Gender, Environment andSustainability, and Professional Ethics into the Curriculum. It is emphasized to inculcate the human values among teaching and non-teaching staff and students. Gender issues are focussed in various activities of Women cell by providing opportunities for the students to share their views. A separate committee is constructed for attending any incidence of sexual harassment against girl students. Girls are motivated to speak against any kind of biasness they have faced in college campus. Ethical and cross-cultural values are inculcated among the students through Mentor-mentee groups. Environmental studies is compulsory for all the streams to emphasize the need of maintaining the healthy environment not only for existing world but also for coming generations. Syllabus Environmental studies is adopted as prescribed by UGC. Different topics covered in EVS enable the students to learn about the ecosystem and other

environmental factors. They also learn measures to protect the environment and are made aware of global warming andother related issues. Eco club organizes various activities which provide the exposure to the student about sustainable development and our responsibility towards aur society and environment.

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

NIL

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

0

File Description	Documents
Any additional information	View File
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	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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 sanctioned seats during the year

1560

File Description	Documents
Any additional information	View File
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

163

File Description	Documents
Any additional information	View File
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

The college monitors disparities in the learning abilities of the students mainly through in-class interactions. Each student's progress is monitored through regular assessment tests, assignments, group discussions, and presentations and quiz competitions. On one hand, the institution adopts strategies to enhance the learning ability of advanced learners while on the other hand, special efforts are carried out to nurture and level up slow learners, as follow:

1. Advanced Learners: Advanced learners are highly motivated to participate in activities involving their advanced intellectual potential like inter and intra college level contests like Science Exhibition, Quiz competition and Essay-writting competitions, etc.by providing them with the required support.

2. Slow Learners: In addition to classroom interactions, faculty members are available beyond the classroom teaching hours to clarify doubts and to counsel the slow learners. Slow learners are offered bilingual explanations outside classroom hours to smoothen their comprehension levels. Extra reference material are also provided to such students. In addition, thorough feedback is given to weak learners on their performance in assessment tests to

address their shortcomings.

File Description	Documents
Link for additional Information	https://docs.google.com/spreadsheets/d/1emgWoH4o5SIZ_hUVrCPJDKCxSrxJLuULlGO6QrmFN_A/edit?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
915	33

File Description	Documents
Any additional information	View File

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

The College constantly strives to make the teaching-learning a two-way process and primarily student-centric by encouraging the students to fully engage in the teaching-learning activities. Various student-centric initiatives have been adopted to motivate students beyond the scope of theoretical knowledge such as workshops, seminars, group discussions, field trips, slide shows, etc., which makes subject learning more engaging, and the learning experience is further enhanced by teachers' extensive use of ICT tools such as PPTs, smart-boards, which has better enabled the students to embrace and use digital technology. Participative learning is motivated by Faculty through various means such as in-class presentations. The Faculties frequently assign project work and assignments to students to develop their problem-solving temperament and skills. In addition, many academic webinars, seminars, and workshops are held frequently to nurture students' learning experiences and enable them to 'think out of the box'. Students are encouraged to undertake research and case studies in Practical classes.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://docs.google.com/spreadsheets/d/1emgWoH4o5SIZ_hUVrCPJDKCxSrxJLuULlGO6QrmFN_A/edit?usp=sharing

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

The college faculty has been using an amalgam of conventional teaching practices and Information and Communication Technology (ICT) for the teaching-learning process to assist, optimize the delivery of education. They have been organizing their classroom activities using presentation softwares for delivering lectures, spreadsheets for maintaining attendance records, and multimedia applications such as YouTube channel, Google docs, Google classroom, etc. for enhancing students' creative and critical thinking. ICT-based learning has enabled simulation methods for effective learning. The Covid-19 disruption has further strengthened the way towards the adoption of the hybrid mode of education. Keeping up with the pace, the College faculty has also ensured continuity of the teaching-learning process by developing e-content and share it with the students. The college campus has four smart classrooms with digitally interactive panels. In addition, there is Computer labs, English language labs, free Wi-Fi connectivity for students and teachers.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://gcwlakhanmajra.ac.in/

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

30

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

16

File Description	Documents
Any additional information	View File
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

108

File Description	Documents
Any additional information	View File
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 Institution ensures that all students are aware of the evaluation process through regular class room teaching. The Orientation program held at the beginning of every academic year apprises students for the evaluation process and the schedule. Before the session begins, teaching plans are prepared and discussed along with the mode of Continuous Internal Evaluation. Further, the University Affairs Committee of the college has recommended a basic structure for the continuous internal assessment of theory and practicals with guidelines for dealing with absenteeism. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised. Guidelines for internal assessments are followed by the institution as issued by the Maharshi Dayanand University, Rohtak and are made available to all faculty members. Dates for the tests/submission of assignments are announced by faculty in the respective classes in advance. After checking, answer sheets/assignments are shared and discussed with students. Transparency and security of evaluation system is ensured. The institution has an effective mechanism for redressal of grievances pertaining to internal assessment. Students are also assessed by the teachers based on their participation in the class. Assessment includes presentations, tests, assignments and projects submitted by students who are mentored by teachers at regular interval. Transparency is maintained by teachers to assess every student.

File Description	Documents
Any additional information	View File
Link for additional information	http://gcwlakhanmajra.ac.in/

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

Students need to apply to the University for correction in marks and reevaluation. The process is governed by Maharshi Dayanand University, Rohtak Ordinances. The administrative office of the college guides the students about the process. The process is also explained on the University website (URL provided). For errors like the mark sheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies. University Affairs Committee of the college addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments and all queries are responded to by the committee convener. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students. The committee further marks application to the concerned teacher.

File Description	Documents
Any additional information	View File
Link for additional information	http://gcwlakhanmajra.ac.in/

2.6 - Student Performance and Learning Outcomes

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

The institution follows course curriculum/syllabus as provided by affiliated university. The mission and objectives of each course are announced in regular class by each faculty member. In the Orientation program for the first year undergraduate students, the broad objective of every steam/program is explained. Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs and the achievements of the alumnae. Ex-students of various departments are invited to interact with the students and teachers. They share as to how the different courses shaped their careers and thus helped them appreciate the program. This is also an opportunity for the faculty to take feedback on the courses that need to be improved and the components which will make them more relevant. For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad program outcomes. Following effective pedagogic

strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on university website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mdurohtak.ac.in/info/syllabi.html
Upload COs for all courses (exemplars from Glossary)	View File

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

Every year examination results display exemplary performance of Govt. College for Women, Lakhan Majra students who largely occupy the top merit positions in the Maharshi Dayanand University, Rohtak. To track program outcomes, the departments maintain an alumna data-base, regularly updating information on their current employment and other endeavors. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://erp.mdu.ac.in/

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

207

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	View File
Paste link for the annual report	https://erp.highereduhry.ac.in/

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)

https://forms.gle/G38nkkoG393HJX286

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)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

06

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

National Service Scheme (NSS) is devoted to the service of nation with the motto "not me but you" and is a vital channel in the college in creating networks with nearby communities. NSS programme officers and conveners of different college committees conduct various activities such as rallies for awareness of local people regarding various social issues e.g. 'Beti Bachao Beti Padhao', 'Swachh Bharat', and 'Paushan'. Beti Bachao Beti Padhao. On the occasion of Gandhi Jayanti, the volunteers carried out special cleanliness drive in the surrounding areas and sensitized nearby people for the same.On the occasion of Women's day, under the 'Beti Bachao Beti Padhao' programme, a rally was organized in Lakhan Majra village to aware villagers about gender equality. The extension activities organized by the college including road safety, constitution day, hindi day, Mathematics day,ozone day, earth dayenhance the students' academic learning experiences and inculcate the values and skills in them. The college celebrates a lot of important days including Republic Day, Independence day, N.S.S day, Birth anniversary of Sardar Vallabh Bhai patel etc.Throughout the year, the volunteer participate in various rallies to sensitize surrounding community on different issues like not burning of crop residue, need of social welfare activity, utilization of voting rights, AIDS awareness, road safety. Many activities were organised under the aegis of " Azadi ka Amrit Mahotsava".

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - 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

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

172

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 well equipped laboratories, classrooms, and library. The administrative block has sufficient number of spacious rooms. Classrooms and Lab-cum-Classrooms (total 20) of different capacities meet requirements of UG students. Each classroom is equipped with appropriate, comfortable furniture and good ventilation. College library has a large reading hall used by students to enrich their knowledge through newspapers, booksand magazines. The staff room is provided with appropriate furniture and storage facilities. Student and Faculty Support Facilities include the students' meeting spaces, viz. girls' common room, lawns, and Gymnasium hall, where students meet for students' union meetings, etc. The college administration is well aware about the fast-paced changes that the teaching learning process is undergoing. It realizes that to make the process of teaching-learning effective, infrastructure plays a very important role. Consequently, Smart Classrooms, well equipped laboratories, audio-visual seminar rooms, and comfortable, spacious classrooms remain a top priority. The policy of the college regarding infrastructure is consistent with the needs that arise as a result of academic development. The college is fully sensitized to the needs of differently abled students. Ramp facility is provided for those students who cannot use stairs or those who use electrical wheelchairs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://gcwlakhanmajra.ac.in/

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

Sports Infrastructure 1. Gymnasium Hall (1) 2. 400-metre Standard Track for Athletics (1) 3. Indoor games room (1) Cultural Infrastructure 1. Gymnasium Hall (1)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/
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)

593137

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

College library is automated using Integrated Library Managemant System (ILMS). College library is situated on the first floor just above the office. It has a sitting capacity of 60 persons. Working hours (on working days, before examination days, during examination days,) of library is 09:00 hrs to 16:00 hrs. The Heads of the various Departments recommend titles and books after consulting their departmental colleagues. Similarly, grants for books from various agencies are utilized in consultation with various departments. The Library staff is specially trained to assist users in searching databases. The Library staff is committed to the needs of the staff and students, especially for first time users. The College library is fully air-conditioned with CCTV surveillance They provide assistance in all areas of library related search like:

1. Book search through OPAC.

2. Keep a record of newspaper clippings related to college news

3. Any other general help related to the library.

4. Old newspapers are retained for future reference.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://gcwlakhanmajra.ac.in/

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 | E. None of the above |

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

0

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

74

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

In year 2018, a computer lab was established for B.Sc. (Computer Science) students. Total 16 computers (Dell) along with one online UPS were installed in the lab. Four smart classrooms with projector facilities were started in the college, viz. in Room no 11, Lecture Theatre 1, Lecture Theatre 2 and Zoology lab. Multipurpose hall is equipped with smart facilities like touchscreen computer panel, internet connectivity, and a smart projector along with screen. Internet lease line connection (Airtel) is upgraded to 20 Mbps. Wi-Fi modems are installed in Office and Computer Science lab for internet connectivity. The college web portal contains information about the college and its staff members. All the activities of the college are uploaded on web portal. Most of the information about college is available on its ERP portal i.e. information about students, stock entries , and student-teacher mapping .Online admissions for session 2020-21 was conducted successfully. The college further plans to upgrade

its IT infrastructure and associated facilities by converting some of the traditional classrooms into smart classrooms by providing the following facilities: Smart Boards,Multimedia Projectors. . Visualizers,Podiums,Laptops and related accessories,Integrated LCD Projection System andEstablishing video/audio conferencing room for students and staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/

4.3.2 - Number of Computers

66

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

84569

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

Staff committees have been constituted for maintenance of infrastructure facilities and equipment

Building and Maintenance Committee

It creates necessary arrangements for adding new academic infrastructure in the college as per the needs of the departments/college. The required civil works in the college such as whitewashing, constructing/renovating buildings and other repair works are got done under the supervision of building committee and are mostly carried out by Public Works Department (P.W.D).

Purchase Committee

The equipment, instruments and items for use in the laboratories are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments each academic session.

Beautification Committee

Garden Maintenance andbeautification of the campus is undertaken by this committee, specially constituted for the purpose. The college has a team of efficient and experienced gardeners to maintain the lawns and flora of the college.

Library Committee

Most of decisions concerning purchase and upgradation of library facilities are taken by this committee.

Computer related work Committee

Online Admission, Online ACR filling, MIS portal, Internal Assessment etc is performed under the supervision of this committee. There is a web portal incharge to manage and look into information sharing and uploading on college website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

219

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited 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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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	View File
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

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.

25

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)

Two units of N.S.S. of G.C.W.LakhanMajra (Rohtak) Organized seven daysN.S.S. camp in Heyr and Budan locality. This camp was organized fromJanuary 26 th ,2022 to February 1 st ,2022. In this camp, Programme Officer Mrs. Alka of Unit-I &ProgrammeOfficer Mrs. Monika Kaushik of Unit II has been actively participated with 100 volunteers. The major focus of this camp was on the following topics "Motto and Objectives of N.S.S. andSocial responsibilities of N.S.S. volunteers", "Role of Moral Values","Digital India", "How to Save Environment", "Women Hygiene and Related Problems", "and "Road Safety Rules". With all this precious information of first aid and home nursing as well as Meditation Sessions also given to volunteers during this N.S.S. seven days camp.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/
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

03

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

First alumni meet of the college was organised on 22th Nov. 2021. In this alumni meet, 135 alumni attended the programme and shared their experiences and motivated the present students of the college. They gave good remarks for college infrastructure, academics, managemnet and different curricular activities. Retird Principal Major Santosh Dhankhar was the chief guest of the occasion. The officiating Principal Mrs. Anita Amaniinaugurated the function and wished them for their bright future ahead. A committee is framed by the members of the alumni association with following designation:

1. Anuradha (President)

2. Khushboo (Vice-President)

3. Vandana (Sectretary)

4. Alisha (Treasurer)

5. Swati (Member)

6. Neha (Member)

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

All policies and plans of the Govt. College for Women, Lakhan Majra are executed by different college committees under the chairmanship of the principal, the chief executive of the college. The Principal of the college supervises all academic and co-curricular activities. Conveners and members of societies share their experiences, learning and challenges with the Principal and create possibilities of improvement. Regular meetings with students and principal are organized to achieve excellence in academics and other activities. IQAC maintains various academic and administrative activities of college like organization of workshops, gender sensitization, health and hygiene and cleanliness. The College envisions development of girls as nation builders through quality higher education. The institution aims to instill democratic values, tolerance, inclusivity, compassion and sensitivity, so that students become responsible citizens of the country. The college works with the motto "GO FORWARD" to progress continuously. College council with five senior most members of the staff works under the chairpersonship of the Principal and takes important decisions related to the college administration as and when required.

File Description	Documents
Paste link for additional information	https://www.highereduhry.ac.in/Index
Upload any additional information	View File

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

The Principal is the sole authority of the institution. She/He is the DDO (Drawing and Disbursing Officer, duly authorized by the Department of Higher Education, Govt. of Haryana) of the college and draw salary from the treasury. All the members of staff play significant roles and participate in the decision making system of the college. There is a 'College Council' which is chaired by the Principal and one member of the college council records minutes of meetings. All the members of the college council participate in the proceedings and important decisions related to staff, students and the college. Various committees are constituted by the Principal for managing various functions of the college. There are 62 committees and all faculty members are part of it. Departmental Societies and student representative form the core of the succession. This gives each element involved in the governance opportunities to utilize their expertise. The efforts and measures

of our institution have been channelized and systematized towards academic excellence after the inception of IQAC in the college. All the committees are required to give a detailed report of the events organized by them including feedback of the students to the Co-ordinator of IQAC. The faculty members engage in organizing various academic and co-curricular activities in the college wherein students get a chance to explore their capabilities vis-à-vis organizational skills besides getting an insight into new developments in the area of their interest

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The quality policy of the college is in alignment with the parent university, UGC and Department of Higher Education, Haryana. All the strategic plan and deployment documents are sent by Maharshi Dayanand University, UGC and DHE, Haryana; and many of them are available on their respective websites.According to the changing academic and social environment, the college has regularly enchanced infrastructure and developed capacities for teaching. Following Committees of the college monitor quality of work:

1. TimeTable Committee: The committee decides workload once a year. After development of central timetable, department wise timetable is decided for all the courses and the same is submitted to DHE, Haryana at the beginning of each semester.

2. Internal Quality Assurance Committee : Internal Quality Assurance Committee monitors performance of teaching faculty and ensures their participation in various faculty programmes.

3. Departmental Committees: Departmental Committees manages and takes measures to improve students' performance in examinations and their results.

4. Building Committe

5. Discipline Committee

6. Placement Cell

7. Sexual Harassment and Anti-Ragging Cell

8. Earn While You Learn

Various other committees are also helping in coordination with above ones for smooth administration and

working environment in the college

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.highereduhry.ac.in/Acts
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.

Governing Body: Department of Higher Education Panchkula (Haryana) is the overall governing body for all purposes.

Administrative Setup: The College administrative setup is headed by the Principal. The Principal is assisted by the Bursar and all the staff members.

College Council: Itis a statutory body which implements decisions of the governing body related to academic, extracurricular and infrastructural activities through its various committees. The Principal of the college functions as the Chairperson of the Council.

Internal Quality Assurance Cell : IQAC is a UGC mandated body to ensure quality improvement in the field of academics, planning and administration of the institution. It lays down quality benchmark in above matters. The Staff Council Committee, in addition to the council, also report to IQAC with regard to their respective activities.

Service Rules: The service rules of the Principal, teaching and non-teaching staff are determined by Govt. of Haryana as Haryana Govt. Service Rules.

Procedures: All procedures related to admission, recruitment, leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per Haryana Govt. and Department of Higher Education Panchkula (Haryana).

Recruitment: Recruitment in teaching positions is done by Haryana Public Service Commission.

File Description	Documents
Paste link for additional information	https://highereduhry.ac.in/#
Link to Organogram of the Institution webpage	http://gcwlakhanmajra.ac.in
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 interfaces	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

The college, under the guidelines of Haryana Govt. rules, has provision for the following welfare measures for teaching and non-teaching staff:

1.Medical Leave: There is a provision of ten days of medical leave with full pay for non-teaching staff only.

2. Medical Reimbursement

3.Child Care Leave to Women Employees: It is granted for a period of maximum 2 years / 730 days.

4.Casual Leave: 20 days CL for females, and 10 days CL for males are permissible.

5.Earned Leave: Ten and fifteen days for teachingand non-teaching staff are allowed per year, respectively.

6.Children Tuition Fee: Employees are granted a number of Rs. 13,500/- per school-going child up to the age of 18 years.

7.Group Insurance Scheme: Employees are covered under this insurance scheme by paying a premium of Rs. 60- per month.

8.Loan: For the purchase of a vehicle and house as per a Government fixed interest rate.

9. Leave Travel Concession

10.PPF and NPS: for employees who joined after2004.

11.Conveyance Charges: for official work are reimbursed according to entitlement.

12.Study Leave: for pursuing higher education with pay.

13. Academic or Duty Leave: for attending conference/seminar symposia and official meetings.

File Description	Documents
Paste link for additional information	https://finhry.gov.in/haryana-civil-services-rules-2016-gazette-notification/
Upload any additional information	View File

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

0

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 performance Appraisal System of teaching and non-teaching staff is under the guidelines of Dept. of Higher Education, Govt. of Haryana. All teaching and non- teaching staff fill Annual Confidential Report. This system encourages the faculty members to make excellent performance in teaching, learning and research. This Report is based on the Annual performance of the faculty on the basis of the results of the classes taught by them, academic and professional progress during the year, overall assessment of academic competency i.e. application of new teaching methods, encouraging queries in classes, holding of seminars/ group discussion etc, contribution in the college administration, contribution in other college activities, contribution made for implementing of various policy parameters in regard to "Education for Women Equality" number of working days spent for admission teaching, evaluation, invigilation etc. It isalso based upon his/her relation with students, colleagues and administration. This ACR is reviewed by the Principal. As per Maharshi Dayanand University /Haryana Govt. rules, adverse remarks, if any are to be communicated to the concerned teacher for improvement. For career Advancement scheme (CAS), the college scrupulously follows the API system under which every faculty member, falling under the scheme, submits details of his/her API to the IQAC.

File Description	Documents
Paste link for additional information	https://acr.highereduhry.ac.in/Login
Upload any additional information	View File

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

Local audits are conducted in the college regularly. The localaudit of the college of the session 2020 -21 was done by Audit Party consisting of Sh. Raj Singh, Section Officer and Sh. Sombir, Auditor, deputed by Account officer, Office of D.H.E, Panchkula.

File Description	Documents
Paste link for additional information	https://www.highereduhry.ac.in/Index
Upload any additional information	View File

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)

NIL

File Description	Documents
Annual statements of accounts	View File
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

The main sources of funds for the college are the grants allocated by the state government (Director Higher Education, Panchkula) and the fees, collected from the students. The college does not get any funds from non-govt. bodies. These funds are used for various needs from time to time. The grant from DGHE (state govt.) comes under specific heads and it is spent for the purpose they are sent. The yearly fees received from students is clearly defined by Govt. of Haryana under different heads. Some part of the fees is

sent to Director Higher Education, Panchkula and some part to Maharshi Dayanand University, Rohtak. The funds received from the state government are utilised under the supervision of the Principal, Bursar and the college committees. All final decisions are taken by the Principal and Bursar. After final apporaval of budget, the Purchase Committee starts the purchasing process. IT related items are purchased from Govt. approved sources like GEM (Govt. e-market Place) and Hartron, while for other items Quotations are called from at least three firms, and then orders are placed to the firm quoting the lowest rates/prices. The payment is done either by cheque or by online transaction after receiving the items. The online transactions are done by the authorised persons. The payment is done as per the terms and conditions mentioned in the purchase order. Financial internal/local audit is done to verify the compliance.

File Description	Documents
Paste link for additional information	https://www.highereduhry.ac.in/
Upload any additional information	View File

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

IQAC of the institution is continuously working on the quality improvement in various areas. Under the aegis of IQAC a detailed plan was prepared for each academic year and for ensuring maximum utilization of the available infrastructure. An academic calender and lesson plans were uploaded on the institution website. Other from these, CCTV camera were installed. After the suggestion from College council buliding renovation were done. Drinking water facility for the students and teachers, solid waste management facilities were made available. A vaccination camp was organized due to severity of COVID-19.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in
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

Use of ICT in teaching and learning is encouraged and for this there are smart classes in the college. eresources for various courses are available in the college. They are regularly taught to students for effective teaching and learning. Field visits, excursion and educational trips are regularly organised to give the students proper exposure. Continuous evaluation is done through unit tests, assignments, presentation, discussion and quiz competition. Group discussions and seminars are held to enhance their communication skills. Feedback is collected from students, alumni and teachers about progress of all these steps so that any improvement can be incorporated to make the processes more student-friendly. Staff members also participate in various in-service training programs like Orientation Programme, Refresher Courses and Workshops to get updated about the latest teaching-learning techniques

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in
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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gcwlakhanmajra.ac.in
Upload e-copies of the accreditations and certifications	View File
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

Essay writing, poster making and slogan writing competition was organised by Women Cell. Youth Red Cross Organised a workshop on Women Health and Personal Care Awareness.

File Description	Documents
Annual gender sensitization action plan	Nill
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	Common room is available for the studets

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	**D. Any 1 of the above**

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

Solid Waste Management

Managing waste properly is essential for building sustainable development. Waste is an obvious culprit and pollutant contributing to landfills and toxins which harms the earth's soil and atmosphere which can be reason of many diseases. By giving this a thought, our college segregated bio- degradable and non biodegradable waste. This waste becomes good manure for the plants in the college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Photo is attached with supported document
Any other relevant information	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

D. Any 1 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:

D. Any 1 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**

4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	[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

D. Any 1 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	[View File](#)
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

D. Any 1 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	View File
Any other relevant information	View File

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).

Various lectures were given from professors to make students culturally , regionally efficeint. these lectures are in the form of workshop/ extension lectures etc.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Regular mentor lectures are taken in college. In these lectures students are taught on various issues and will help them to maintain a decorum in college and in their surrundings. In NSS camps students are motivated for community work and co-operation.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	**D. Any 1 of the above**

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

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

The institution celebrates national festivals to commemorate the great leaders and historic events of national importance. These create a feeling of patriotism in the minds of young students of college. Independence Day and Republic Day are celebrated with fervor and festivity. On these days, various events including flag hoisting and competitions are organized. Birth and death anniversaries of great personalities are also observed meaningfully to recall their sacrifices who took part in Indian freedom struggle and in nation building.

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	View File

7.2 - Best Practices

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

In addition to academics, the institution also emphasises the participation of students in extracurricular activities. With the help of the facilities, encouragement and personal care given to the girls, they have excelled in different games at the inter-college, university and state-level competitions. This adds to their confidence and makes them physically and mentally strong individuals.The faculties, administration and the students all together work hard to achieve ultimate goal, the quality education for students. The institution monitors its performance constantly for further improvement.Through interaction with the teachers, regular practice and incentives given to them, the girls gradually start feeling confident, positive and self-assured.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

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

The college meticulously plans overall development of students including gender sensitization, women empowerment, career guidance, stress management and in order to address their personal issues, mentor - mentee groups have been implemented and the classes are held every week, the teacher-student ratio for mentor-mentee group is kept 1:40. Personal attention is paid to all students. The topics to be discussed are decided at the onset of the academic session every year. The topics viz. gender equality, health and hygiene, education policy, right to vote, career advancement, current issues like pollution, water conservation etc. are usually discussed throughout the academic session. Students are analysed for strengths they possess, weaknesses and challenges they face, and the opportunities that they can avail.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To conduct seminars and workshops for inclusive environment, career counseling etc from professionals. Women from rural background will be provided support and counseling for work-life balance. The college will try to improve on existing facilities and will implement other measures for sustainable energy.