



YEARLY STATUS REPORT - 2022-2023

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. Indu Sapra	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01257265101/01257265002	
• Mobile No:	9416232034	
• Registered e-mail	gcwlmr2022@gmail.com	
• Alternate e-mail	iqacgcwlmr@gmail.com	
• Address	Government 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.	01257265101				
• Alternate phone No.	8708364195				
• Mobile	9671632356				
• IQAC e-mail address	iqacgcwlmr@gmail.com				
• Alternate e-mail address	gcwlmr2022@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjQ4MzM=				
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/Data?Menu=ROFj+/eyOLA=&SubMenu=ZoTozhUgsPY=				
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
GCW Lakhan Majra	Strengthening of Library services	State Govt. (through DHE)	2022-23	300000
GCW Lakhan Majra	Passport	State Govt. (through DHE)	2022-23	303000
GCW Lakhan Majra	Learner Licence	State Govt. (through DHE)	2022-23	122200
GCW Lakhan Majra	Women Cell	State Govt. (through DHE)	2022-23	50000
GCW Lakhan Majra	Sports Activities	State Govt. (through DHE)	2022-23	12000
GCW Lakhan Majra	Science Exhibition	State Govt. (through DHE)	2022-23	22000
GCW Lakhan Majra	Augmentation of labs	State Govt. (through DHE)	2022-23	60000
GCW Lakhan Majra	Earn While you Learn	State Govt. (through DHE)	2022-23	40000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	08	
<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	

<ul style="list-style-type: none"> 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												
<ul style="list-style-type: none"> If yes, mention the amount 													
11. Significant contributions made by IQAC during the current year (maximum five bullets)													
<p>1. Orientation Program was organized for first year students after admissions. 2. IQAC got feedback from different stakeholders to maintain good traditions of the institution. 3. Verification of API of Teaching staff. 4. Measures to improve documentation process of college. 5. Regular IQAC meetings. 6. Periodical assessment of departmental/ societal/ committee activities.</p>													
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													
<table border="1"> <thead> <tr> <th data-bbox="86 1025 774 1095">Plan of Action</th> <th data-bbox="783 1025 1476 1095">Achievements/Outcomes</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1095 774 1247">1. Proper and timely utilization of govt. grants.</td> <td data-bbox="783 1095 1476 1247">All grants received from the Govt. utilized within time with proper documentation.</td> </tr> <tr> <td data-bbox="86 1247 774 1525">2. Mentor-mentee groups were assigned.</td> <td data-bbox="783 1247 1476 1525">Helped to bridge the gap between teachers and students by giving students the opportunity to share their perspectives or difficulties in order to find a solution.</td> </tr> <tr> <td data-bbox="86 1525 774 1677">3. More attention to be paid towards data documentation.</td> <td data-bbox="783 1525 1476 1677">IQAC members give suggestions to staff members for enhancing data documentation.</td> </tr> <tr> <td data-bbox="86 1677 774 1830">4. To improve the research environment.</td> <td data-bbox="783 1677 1476 1830">Teachers were allowed to attend FDP's /Seminars/Refresher Courses/STP and Workshops</td> </tr> <tr> <td data-bbox="86 1830 774 1982">5. To motivate students for optimum utilization of library.</td> <td data-bbox="783 1830 1476 1982">Maximum utilization of library by the students as well as by the teachers</td> </tr> </tbody> </table>	Plan of Action	Achievements/Outcomes	1. Proper and timely utilization of govt. grants.	All grants received from the Govt. utilized within time with proper documentation.	2. Mentor-mentee groups were assigned.	Helped to bridge the gap between teachers and students by giving students the opportunity to share their perspectives or difficulties in order to find a solution.	3. More attention to be paid towards data documentation.	IQAC members give suggestions to staff members for enhancing data documentation.	4. To improve the research environment.	Teachers were allowed to attend FDP's /Seminars/Refresher Courses/STP and Workshops	5. To motivate students for optimum utilization of library.	Maximum utilization of library by the students as well as by the teachers	
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13. Whether the AQAR was placed before	Yes												

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Council	04/04/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	16/02/2024
15. Multidisciplinary / interdisciplinary	
<p>Government College For Women, Lakhan Majra, Rohtak's establishment in 2008 was to give students simple access to higher education based on values. This institution's teaching-learning methodology guarantees that students' intellectual, scientific, emotional, social, and cultural development are all integrated. The college provides degree programs in science, commerce, and the arts. The introduction of multidisciplinary programs such as B.A., B.Com, and B.Sc., along with various workshops, training sessions, and seminars, has made it possible for departments to work together. Various social service initiatives run by the NSS, Women Cell, pertinent committees, and college clubs are essential in raising students' awareness of social, health, and environmental issues. The institution hopes to establish a nurturing, secure, upbeat, enthusiastic, and encouraging environment that will help students realize their full potential. Our college's mission is to use the most up-to-date learning resources to provide students with the knowledge and skills they need to compete in the current job market.</p>	
16. Academic bank of credits (ABC):	
<p>Presently there is no provision of academic bank of credits at the institution. Students have been told to generate their ABC ID through digilocker, so that same can be collected when required.</p>	
17. Skill development:	
<p>The emphasis of Government College For Women, Lakhan Majra, Rohtak is on developing students' skills so they may reach the appropriate competency levels. The curriculum and syllabus of the institution are based on the Outcome Based Education paradigm, which emphasizes</p>	

the development of skills and learning outcomes. The college offers training programs that develop capacity and instill skills such as the Women's Cell Defense Training Program, the Placement Cell Communication and Soft Skills Program, the English Speaking Department, the Home Science Department's cooking, knitting, sewing, decoration, stitching, baking, and rangoli-making programs, the Commerce Department's business and management, financial literacy, communication, marketing, and leadership programs, the Mathematics Department's analytical capacity building, the Hindi Department's Hindi language skill, and the Science Department's helps students of all B.A., B.Sc and B.Com streams to develop scientific temperament building and experimentation programs.

Our institution is eager to offer and give pupils a variety of advanced skills in order to improve their intellectual capability. Our college is devoted to helping its students cultivate a desire for personal greatness.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institution, which was founded in 2008 in a remote part of the Rohtak district, preserves the importance of the Indian knowledge system as well as Indian culture and legacy. As a show of respect for Indian languages and culture, the college observes Hindi Divas, Yoga Day, and the birthdays of notable Indian figures. Teachers are urged to teach their courses in both languages since bilingual instruction helps pupils learn the material more effectively. Numerous cultural and academic events and activities also aid in the advancement of Indian languages, arts, and customs. Student participation in contests like essay writing, poetry recitation, speech, folk song, folk dance, skit, etc., helps them maintain a connection to their rich Indian history.

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

A pedagogical concept known as "outcome-based education" (OBE) calls for reorganizing the curriculum, pedagogy, and assessment procedures such that they more accurately represent the accomplishment of higher order learning rather than just the accrual of course credits. OBE is a student-centric approach that emphasizes learning rather than teaching, in contrast to the standard educational system which focuses more on teaching. On November 12, 2021, IQAC arranged a one-day session on the effective presentation of SSR. Every member of the college faculty received training in this session. Affiliated with MDU, Rohtak, the college used the teaching-learning methodology adopted at the Institute to ensure that OBE was implemented to

transform the students into responsible citizens and good human beings. The course was designed under the OBE paradigm with Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO). The results are detailed on the college website. Before a course even starts, every faculty member goes over the course objectives.

20.Distance education/online education:

Students who learn online have a great deal of freedom to study and explore at their own pace and according to their needs. Our college has an active LMS portal, which proved to be a useful tool during the COVID pandemic. It allowed for the administration of online classes, attendance tracking, assignment submission, fine art festivals, and even the commemoration of significant days and events. Since the majority of classes were held online during the pandemic, both teachers and students have gained experience creating and distributing e-content, short films, interactive power point presentations, and other online content using digital tools like YouTube, Google Tools, and Online Whiteboard. Although the Institute is currently offering offline classes, both the faculty and students are looking forward to blended learning because it combines the human element with the learning process. As a result, students can benefit from both in-person interactions with their tutor and other students as well as the advantages of online learning. To expand their knowledge and comprehension and hone their skills, students are also urged to enroll in courses provided by online portals.

Extended Profile

1.Programme

1.1 4

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

File Description	Documents
Data Template	View File

2.Student

2.1 957

Number of students during the year

File Description	Documents
Data Template	View File

2.2

252

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

File Description	Documents
Data Template	View File

2.3

272

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

36

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

45

Number of Sanctioned posts during the year

Extended Profile

1. Programme

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

File Description	Documents
Data Template	View File

2. Student

2.1	957
Number of students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3	272
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	36
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	45
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	15,48,145
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	66
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

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. Detailed unit wise lesson plan is prepared by individual faculty at the beginning of each semester. 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. Basic computer education is provided to first year student of each stream.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.mdurohtak.ac.in/info/syllabi_ug_2018_19.html

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/UpFiles/UpPdfFiles/2022/Oct/4_10-04-2022_21-13-18_Adobe%20Scan%2004-Oct-2022%20(3).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating D. Any 1 of the above

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

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

NIL

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)	No File Uploaded

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 and Sustainability, 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 study 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 are 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 and other related issues. Eco club organizes various activities which provide the exposure to the student about sustainable development and our responsibility towards our 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

04

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

554

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

C. Any 2 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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcwlakhanmajra.ac.in/FeedBackDetails

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

560

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

330

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

Identification of different levels of learners is achieved throughout the academic session with the help of teacher-student interactions, reports of assignment and classroom tests, group discussions, question and answer method, subject knowledge and previous year's performance.

Efforts for slow learners:

Special care and attention are given to those students who are academically weak. To improve their performance, individual counselling and discussion sessions are organized.

Difficult content of the curriculum is taught separately through PPTs and Youtube videos to supplement teaching for slow learners as well as for those student who joined the session late, in free periods. Self-made notes are provided by the teachers to the students. Slow learners are referred to additional books by different authors available in the college library to support their basic knowledge. WhatsApp groups are created to assist students academically and for extra-curricular activities.

Schemes for Advance learners:

Students are engaged in classroom presentations on various assigned topics. Advanced learners are also motivated to prepare for future competitive exams along-with their routine studies. Potential of advance learners is enhanced through organising capacity building programs, placement skill-development workshops, career advancement guidance through seminars, job fairs. Students are also being made aware about the availability of e-contents on various online platforms like SWAYAM online courses, UG/PG UGC MOOCs, e-Pathshala, SWAYAMPRAKHA, CEC-UGC, Youtube channels, etc.

File Description	Documents
Link for additional Information	http://gcwlakhanmajra.ac.in/Data?Menu=2+Rx+N0HANc=&SubMenu=y5Puf2AQYxY=
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
957	36

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

Confucius said " I hear and I forget. I see and I remember, I do and I understand". This understanding and learning can be infused by providing the students frequent opportunities of observation method, demonstration and field work, etc. Students are consistently motivated to engage in learning by doing method. Teachers' focus remains on maximum indulgence of students on carrying out hands-on experience or work.

- Participative learning

Students are given enough opportunities to participate in various academic and co-curricular activities like group discussions,

debate, declamation, poster making, slogan writing, quiz, etc. From time-to-time various training programs, workshops, and activities like tree plantation and plant-based colours, dyes, etc. to enhance environmental awareness.

- Problem solving methodologies

It is necessary to ignite the mind of students in terms of challenging them to solve the given problem and to boost aptitude and innovative and creative learning. Methods like brain-storming, seminars, scenario analysis, role-playing Topics of seminars are distributed among the students and they are given time to deliver it before the other students. Class tests are given to the students according to the university exam pattern and the same is also evaluated.

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

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

Apart from the conventional chalk-board method, all the faculty members of the institution are using advanced ICT enabled tools to optimize the teaching learning process and to make it more interactive and efficient. Students are made familiar of various online platforms including Zoom and Google meet classes, preparing online quizzes and creating classrooms, Google forms etc. Various E-content sources are also introduced to the students to amplify their vision to study any subject.

ICT based smart boards are installed in various rooms, labs etc which are used to teach students in a new and innovative way which inculcate the ability of creative and critical thinking. Establishment of computer labs, English language labs, free Wi- Fi are some of important initiatives for the students as well as for teachers also which has strengthen all of them in the field of multimedia application.

The institution is also using the IT enabled learning tools such as PPT, Video clippings, animations, video demonstrations from online sources apart from providing reading materials and lab

manuals through emails and other methods for effective teaching-learning process. The activities carried out through digital and interactive tools increase student concentration and, therefore, they assimilate concepts more quickly, enhancing learning. This type of tool involves students in more practical learning, with the aim of reinforcing what they have learnt

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/Home

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

32

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

36

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

19

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

152

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 college follows the internal assessment mechanism as devised by the affiliating university, Maharshi Dayanand University, Rohtak. It aims to evaluate student's regularity, participation in class, assignments and class tests. It is the core of the Continuous Internal Evaluation (CIE) system. The internal assessment process is transparent and students are fully involved in the process. The internal assessment system of the college is robust in terms of frequency. Students have to be participative throughout the regular classes and they have to appear for formative assessment almost after every month. The mode of

assessment is diversified and creates space for innovations. It encourages queries from students, enhances their class participation, improves their writing skill, hones their presentation proficiency, increases their inclination to apply the theoretical knowledge in practical ways and helps in their preparedness for semester exams.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mdu.ac.in/index

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

Internal examination refers to Internal Assessment, which is conducted in every paper of every course by teachers who are teaching these papers, as per guidelines of MDU, Rohtak. Concerned subject teacher, University Affairs Committee and Grievance Redressal Committee promptly deals with mistakes or errors related to the grievance. Even if the grievance persists, the students can approach Principal directly or through mentor. The Principal is the final authority in such matters who decides the matter on factual basis and get them settled on a priority basis.

File Description	Documents
Any additional information	View File
Link for additional information	http://gcwlakhanmajra.ac.in/images/126/MultipleFiles/File17913.pdf

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.

At the onset of session every department prepares Program outcomes (PO) and Course Outcomes (CO) as per directions from the college/university and are displayed on the college website. Comprehensive, clear and well- defined Program & Course outcomes enable teachers to prepare instructions, teaching plans & learning activities effectively as per the expected holistic learning.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gcwlakhanmajra.ac.in/Data?Menu=2+Rx+N0HANC=&SubMenu=HAzFC0dJhe4=
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.

Program Outcomes and Course Outcomes are based on the performance of the previous years and are evaluated at the end of each semester directly or indirectly.

Direct Method: 1. Continuous Evaluation through Class Tests, Assignments, Power Point Presentations, Group Discussions, Quizzes, Case Studies, Seminars, Projects. 2. University Exams: The results of the theory and Practical exams conducted by the University at the end of the semester are considered for evaluating the course Outcomes.

Indirect Method: Feedbacks from Passing out students, alumni are conducted to evaluate the attainment of Program, and course outcomes. Value based social sensitivity of students is developed and assessed through mentor group meetings, tutorials and co-curricular and extra-curricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mdu.ac.in/admin/EventPage.aspx?id=1015

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

185

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	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=

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://docs.google.com/forms/d/e/1FAIpOLSeMs7xTgjjvw8by-0cjsxgbyOmaxXH5GUqOzIEPckU44TST0n5Q/viewform>

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)

NIL

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

01

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

1

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

The college has two NSS units; each unit comprises one hundred volunteers. NSS team remained active performing awareness and social service activities throughout the year. National Service Scheme (NSS) is devoted to the service of nation 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 like Nukkad Natak on the theme "Nasha Mukti", awareness rally for education, cleaning campaign, Sadak Suraksha Rally and training programme for National Survey of Youth not in Formal Education or not in Employment. Additional to compulsory activities Swachhta pakhwada, Har Ghar Tiranga, Iconic Week Celebration, Independence Day, slogan writing competition on national youth day and Republic Day was celebrated. NSS volunteers actively participated in college level celebrations, university and national level camps throughout the year.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=BFcJrpmMV3E=&SubMenu=r9dAHG4nRSo=
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

09

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

292

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

0

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

01

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 an adequate infrastructure which consists of Class rooms, labs, smart rooms and Library. The administrative block has sufficient number of rooms for smooth functioning of institution. The college also has 1 girls common room, 1 gymnasium hall and Lawns. Every Classroom and Lab-cum-Classroom are well ventilated and is equipped with comfortable furniture as per the needs of students. The needs of UG students are met by a total of 20 classrooms and lab-cum-classrooms with varying capacities. The college has classrooms that are well-ventilated, well-furnished for conducting theory and practical classes. Laboratories are well equipped and maintained so that students can carry out curriculum related activities. The college has Language Lab for students to improve their communication skills. The College Library is well equipped with books, news-paper and magazines and computers. The Smart Learning approach provides learners with a framework and a host of Smart Thinking Tools that motivate higher levels of understanding. It has a big reading hall for students and teachers to enrich their knowledge by using the resources available in the library. The staff room in the college is furnished with suitable furniture and has ample storage space. The infrastructure policy of the institution aligns with the requirements that emerge from the advancement of academic programmes. The needs of students with disabilities are thoroughly understood by the college. There is a ramp available for students who use electric wheelchairs or are unable to utilize stairs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=peFtsatR8x4=

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

1. Gymnasium Hall- 1

2. Sports room- 1

3. Sports ground- 1**4. Common Room - 1**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=iaz5UGOSHPM=

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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

73191

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)

The library, fully automated with Integrated Library Management System Software Book with a seating capacity for, library has 5487 print books. SOUL Software is installed in the computers present in Library for maintain record of books. The working hour of Library are from 9:00 am to 4:00 pm. The college library is fully air-conditioned with CCTV surveillance which provide assistance in following areas:

1. Books Search through OPAC.
2. keep a record of newspaper clipping related to college news.
3. Any other help related to library.

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

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

85

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. Foursmart classrooms with projector facilities were started in the college, viz. in Room no 11, Lecture Theatre 1, Lecture Theatre 2 and Zoology lab. The college

also has computerised English language Lab and Library.

Multipurpose hall is equipped with smart facilities like Smart podium, Electronic Lectern, internet connectivity, and a smart projector along with screen. Internet Fiber connection (BSNL) of 100 Mbps over 3 lines are installed in office and Computer Science lab for internet connectivity. College regularly updates its web portal for dissemination of academic, administrative and public information.

Admissions for new sessions are conducted online. The college further plans to upgrade its IT infrastructure and associated facilities by supplementing traditional teaching with incorporation of Smart Boards, Multimedia Projectors, seminar halls, 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/Data?Menu=ROFj+/eyOLA=&SubMenu=iaz5UGOSHPM=

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)

0

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 and beautification 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/Home

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

227

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 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

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

B. 3 of the above

File Description	Documents
Link to institutional website	http://gcwlakhanmajra.ac.in/Home
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

36

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	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.

0

File Description	Documents
e-copies of award letters and certificates	View File
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)

Under 'Earn While You Learn' scheme by DGHE, Haryana, meritorious students are being selected and engaged in administrative and departmental work. Remuneration is given to the students as per guidelines.

The college has two NSS units; each unit comprises one hundred volunteers. In the session 2022-23, unit-1 was run by NSS P.O Mrs Alka and unit-2 was run by NSS P.O Dr. Annu with the support and guidance of worthy Principal Madam. NSS team remained active performing awareness and social service activities throughout the year. Three one day camps and one seven days camp were organized by each unit. Seven days camp was organized in the village Lakhan Majra from 23 to 29 March 2023. Theme of the camp was-Service, Knowledge Enhancement and Awareness. One hundred volunteers from both units participated in the camp.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=BFcJrpmMV3E=&SubMenu=r9dAHG4nRSo=
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

2

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

There is no registered Alumni Association of the College. Efforts are being made for registration of the College Alumni Association.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/FeedBackDetails?Category=Alumni
Upload any additional information	View File

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

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 committees constituted 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 different departments/cells/committees share their experiences, challenges and learning with the Principal and generate possibilities of improvement. Regular meetings with students and principal are organized to achieve excellence in academics and other activities. IQAC maintains records of various academic and administrative activities of college like organization of workshops, gender sensitization, health and hygiene, cleanliness, etc. The College envisages development of girls as nation builders through quality higher education. The institution aims to instil 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 from teaching -staff works under the chairmanship of the Principal and takes significant decisions related to the college administration as and when required.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=rSas3imp06s=&SubMenu=0ijtt2LYMp4=
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. Participative decision-making system is adopted in the college for students' welfare in particular and college in general. There is a 'College Council' which is chaired by the Principal. The council records the minutes of meetings held during the session. All the members of the college council participate in the proceedings of decision making related to staff, students and the college. Various committees are constituted by the Principal for managing various activities/functions in the college for holistic development of the students. There are 63 committees and all faculty members are part of it. Departmental Societies and student representative form the core of the succession which provide governance opportunities to everyone 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/Data?Menu=rSas3impO6s=&SubMenu=0ijtt2LYMp4=
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan and 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 MDU, 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 enhanced infrastructure and developed capacities for teaching-learning process. Following Committees of the college monitor quality of work:

1. Internal Quality Assurance Committee: IQAC monitors the performance of teaching faculty and ensures their participation in various faculty development programmes.

2. Departmental Committees: After SWOC analysis, departmental Committees manage various activities and subsequently take measures to improve students performance in examinations and their results.

3. Time Table 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.

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	http://gcwlakhanmajra.ac.in/Data?Menu=rSas3imp06s=&SubMenu=0ijtt2LYMp4=
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 resolutions. **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: It is 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 acts 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 of 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/Data?Menu=d5jo6AxztEo=&SubMenu=yzxTEz4vztw=
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: Ten days of medical leave with full pay for non-teaching staff only.

2. Medical Reimbursement

3. Child Care Leave to Women Employees of maximum 2 years / 730 days.

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

5. Earned Leave: Ten and fifteen days for teaching and 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 Government fixed interest rate.

9. Leave Travel Concession

10.GPF and NPS(for employees who joined after 2006).

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

12. Academic or Duty Leave: for attending conference/seminar symposia , official meetings, etc.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=rSas3imp06s=&SubMenu=V52VqdcwsE8=
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

18

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 for both teaching and non-teaching staff adheres strictly to the guidelines established by the Department of Higher Education, Government of Haryana. Annually, all staff members, inclusive of teaching and non-teaching personnel, are mandated to complete an exhaustive online Annual Confidential Report (ACR). This systematic and comprehensive approach functions as a catalyst, inspiring faculty members to pursue excellence in teaching, learning, and research.

The ACR is a multifaceted evaluation encompassing various critical factors for teaching staff, such as:

1. Results of Classes Taught
2. Academic and Professional Progress
3. Academic Competency
4. Contribution to College Administration and Activities
5. Working days Allocation
6. Interpersonal Relations

An assessment of relationships with students, colleagues, and administration.

The online ACR undergoes meticulous review by the Principal. Adhering to the regulations outlined by Maharshi Dayanand

University and the Government of Haryana, any adverse remarks are communicated to the concerned teacher for further improvement. For faculty members falling under the Career Advancement Scheme (CAS), the college diligently follows the Academic Performance Indicator (API) system. Within this framework, every eligible faculty member submits details of their API to the Internal Quality Assurance Cell (IQAC).

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

No internal and external audit was conducted during the session 2022-23.

File Description	Documents
Paste link for additional information	NIL
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)

0

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 primary sources of funds for the college are grants allocated by the state government, specifically the Director Higher Education in Panchkula, and the fees collected from students. The college does not receive funds from non-governmental bodies. These funds are allocated and utilized for various needs as required.

The yearly fees collected from students in different categories by colleges is clearly defined by the Department of Higher Education, Haryana. The funds received from the state government are utilised under the supervision of the Principal, Bursar, and various college committees.

On receiving budget under different heads, the Purchase Committee supposed to initiate the procurement process. IT-related items are acquired from government-approved sources such as GEM (Government e-Marketplace) and Hartron. For other items, quotations are required to be solicited from at least three firms, and orders are placed with the firm offering the most competitive rates/prices. Payments are made either by cheque or online after the receipt of the items. Online transactions are conducted by authorized personnel, and payments adhere to the terms and conditions specified in the purchase order. Financial internal and local audits are conducted to verify compliance with established procedures.

File Description	Documents
Paste link for additional information	https://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

The Internal Quality Assurance Cell (IQAC) of the institution is committed to pour consistent efforts for quality improvement across all domains. In the purview of IQAC, a comprehensive plan is developed for the academic year and ensures optimal utilization of available infrastructure. Government college websites are developed by Higher Education Department which cater the needs of students, parents, teachers, supporting staff and visitors. On this platform, information can be sought in conspicuous manner, it may be academic calendar, lesson plans, time-table, activity chart, results, programme schedule, student helpline, faculty information, Alumni, etc..

The IQAC fosters the values of persistence, modernity and ethics in sustainable practices adopted by the institution. The proactive approach taken by IQAC reflects a dedication to continuous enhancement and the overall well-being of the college community.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=ZoTozhUgsPY=
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

The integration of Information and Communication Technology (ICT) in the teaching and learning process is actively encouraged at the college, where smart classes have been established to facilitate this approach. The institution provides electronic resources for various courses, ensuring that students have access to contemporary learning materials. Regular training sessions are conducted to familiarize students with the effective use of these e-resources.

To provide students with practical learning experiences and exposure, the college organizes field visits. These activities aim to complement theoretical knowledge with real-world applications. The evaluation process is continuous and diverse, including unit tests, assignments, presentations, classroom discussions, and both

inter and intra-class quiz competitions.

Group discussions and seminars are regularly held to enhance students' skills, foster critical thinking, and encourage effective communication. The institution places significant emphasis on feedback, collecting input from students, alumni, and teachers to assess progress comprehensively. This feedback loop is instrumental in incorporating improvements that make the educational processes more student-oriented.

Furthermore, staff members actively participate in various in-service training programs such as Orientation Programmes, Refresher Courses, Faculty Development Programs (FDPs), and Workshops. This ensures that the teaching faculty remains updated on the latest teaching and learning techniques, contributing to the continuous improvement of the overall educational environment.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=d5jo6AxztEo=&SubMenu=yzxTEz4vztw=
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/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=
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

Govt. College for Women, Lakhan Majra leaves no stone unturned to promote gender equity. Women Cell makes all conscious and concerted efforts to work on the idea of equality and women empowerment. In this line, Women Cell organised lecture on gender biases and resolutions. Self defense training workshop was also conducted to empower girl students. Youth Red Cross Society also organised extension lecture and poster making competition on Feminine health and hygiene to raise awareness on women issues. Safety and security of girl students is the foremost priority of the institution. The whole college campus is under CCTV surveillance and PCR van remains around the campus to strengthen the security measures.

File Description	Documents
Annual gender sensitization action plan	http://gcwlakhanmajra.ac.in/Data?Menu=d5jo6AxztEo=&SubMenu=yzxTEz4vztw=
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	a) Every corner of building is under CCTV surveillance, PCR van stays outside the college gate for safety and security of girl students. b) Common room facility is provided to girls for reading and recreational activities.

7.1.2 - The Institution has facilities for

D. Any 1 of the above

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

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 is aimed at reducing the dangerous effects on the health of people and ultimately to environment. It is carried out efficiently and judiciously so as to enhance hygienic conditions and beauty of premises. Degradable and non-degradable wastes are segregated effectively through the use of blue and green dustbins for the dry and wet garbage, respectively. One time use plastic is discouraged in the premises. Recycle, reuse and reduce remains the moto of the institution. Composting is an economical and efficient method to decompose dried tree leaves, vegetable and fruit peels or any other food waste which serves as green manure for plants and trees. Biochemical waste from chemistry lab is disposed of by diluting and by burying them underground at proper depth. E-waste like computers, monitors, keyboards, mouse, printers, CDs, chargers are not discarded randomly but a suitable procedure is followed for its auction. All the students specially NSS volunteers contribute through cleanliness drive inside the college and in nearby localities. Local people are also motivated to keep their environment clean. Various competitions and activities are conducted by different committees to spread awareness towards the importance of a hygienic environment.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Geotagged photograph are attached with 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 C. Any 2 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: C. Any 2 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 D. Any 1 of the above

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

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

C. Any 2 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).

Inclusion is the first foremost aim of education. Institution is

committed to create an encompassing environment for everyone by accepting their cultural, linguistic and socioeconomic differences. It starts with the welcome of new students by the senior students which helps them to embrace and adapt new environment. Sports and cultural activities remarkably infuse harmony and oneness. Support and guidance are offered to students on educational, financial, social, economical, environmental, familial and personal issues through Mentor-Mentee interactions. It boosts equality and sublime differentiation on any ground. Institution has set up Internal Complaint Committee, Student Complaint Committee, SC/ST cell to ensure fair treatment and equal opportunities to all individuals regardless of their backgrounds. Students are counseled to feel free to approach these committees in case of any need may arise. All staff members are advised to work under a code of conduct which stresses upon equity and inclusivity in every sense. College building has facilities for students with special needs in terms of accessibility which make them feel the very part of the institution. Government scholarship are distributed to students belonging to schedule caste and backward class to financially aid their education solely on merit basis. Local customs and traditions are valued through celebrating festivals which foster a sense of belongingness among students representing diverse identities.

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

To foster ethos and obligations among students and employees, numerous activities were organised during the session. Celebrations of national days made everyone proud and fills our heart with patriotism. Birth and death anniversaries of our great leaders remind students of their sacrifices and moral values. Keeping these values in mind, these events were celebrated with full dedication and respect. To make students sensible and responsible citizens, Voters Day, Environment Day, World Water Day etc. were celebrated through organising various activities. Road Safety Week was celebrated by carrying out activities like road

rally, poster making and slogan writing competition, lecture on traffic rules, signages and wall paintingsto spread awareness on road safety issues. Quiz and Speech competition on constitutional rights and duties were organised by Legal Literacy Cell. Students were motivated and supported to make their voter IDs and a pledge taking program was organised on Voters Day to vote judiciously and unbiasedly.

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, 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

Institution celebrates national festivals i.e. Independence Day and Republic Day are celebrated with fervor and festivity to

foster patriotism. This 75th year of independence was commemorated as Azadi ka Amrit Mahotsava, college organised numerous competitions and activities to celebrate the zeal of patriotism. Celebration of local festivals like Teej, Karwa chauth, Diwali, Holi etc. fills the spirit of festivity into the students. Birth and death anniversaries of great Indian leaders and sacrifices of freedom fighters were observed and celebrated with true pride. Poster making, slogan writing, speech, quizzes and various other competitions were organised on Science Day, Ozone Day, Wildlife Day, Water Conservation Day, NSS Day, World Consumers Day etc. by respective departmental societies and committees. Hindi Diwas is celebrated to appreciate linguistic diversities.

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.

Safety and security of girl students has always been a strong concern for parents as well as teachers. Girls can be empowered by providing them knowledge and skills. Students were imparted self-defense techniques through a training program by Women Cell. Cyber Crime Awareness is prime need of present time. As new generation is open to the web of expanding technologies and non-selective availability of information make them vulnerable to cybercrimes. In viewing this scenario, Govt. College for LakhanMajra organised an extension lecture on Cybercrime awareness in which experts from Cybercrime branch made girl students aware about possibilities of becoming victim of cybercrimes and ways of its prevention and self-protection.

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

Apart from academic excellence, creating responsible citizens who are sensitized towards nature and environment, inclusive and tolerant personalities who value positive thinking and approach and rendering values and ethics is the prime thrust area of institution. Inculcating sense of belongingness to every member of society above all differentiations. To get connected with society and benefitting deprived strata, various community engagement programs were run through NSS activities and social outreach programs. Societies like Women Cell, Youth Red Cross, Eco club carried out many awareness programs for students to address various societal issues like discrimination, differentiation, gender inequality, crime against women, old age crisis, needs of differently abled persons and reached out society to supply required help. Students were counselled through mentor-mentee interactions. At this platform students were extended help and support on educational, social, familial or personal, career or other issues.

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. Detailed unit wise lesson plan is prepared by individual faculty at the beginning of each semester. 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. Basic computer education is provided to first year student of each stream.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.mdurohtak.ac.in/info/syllabi_u_g_2018_19.html

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/UpFiles/UpPdfFiles/2022/Oct/4_10-04-2022_21-13-18_Adobe%20Scan%2004-Oct-2022%20(3).pdf

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**

NIL

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)	No File Uploaded

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 and Sustainability, 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 study 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 are 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 and other related issues. Eco club organizes various activities which provide the exposure to the student about sustainable development and our responsibility towards our 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

04

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

554

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**

C. Any 2 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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcwlakhanmajra.ac.in/FeedBackDetails

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

560

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

330

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

Identification of different levels of learners is achieved throughout the academic session with the help of teacher-student interactions, reports of assignment and classroom tests, group discussions, question and answer method, subject knowledge and previous year's performance.

Efforts for slow learners:

Special care and attention are given to those students who are academically weak. To improve their performance, individual counselling and discussion sessions are organized.

Difficult content of the curriculum is taught separately through PPTs and Youtube videos to supplement teaching for slow learners as well as for those student who joined the session late, in free periods. Self-made notes are provided by the teachers to the students. Slow learners are referred to additional books by different authors available in the college library to support their basic knowledge. WhatsApp groups are created to assist students academically and for extra-curricular activities.

Schemes for Advance learners:

Students are engaged in classroom presentations on various assigned topics. Advanced learners are also motivated to prepare for future competitive exams along-with their routine studies. Potential of advance learners is enhanced through organising capacity building programs, placement skill-development workshops, career advancement guidance through seminars, job fairs. Students are also being made aware about the availability of e-contents on various online platforms like SWAYAM online courses, UG/PG UGC MOOCs, e-Pathshala, SWAYAMPRAHA, CEC-UGC, Youtube channels, etc.

File Description	Documents
Link for additional Information	http://gcwlakhanmajra.ac.in/Data?Menu=2+Rx+N0HANC=&SubMenu=y5Puf2AQYxY=
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
957	36

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

Confucius said " I hear and I forget. I see and I remember, I do and I understand". This understanding and learning can be infused by providing the students frequent opportunities of observation method, demonstration and field work, etc. Students are consistently motivated to engage in learning by doing method. Teachers' focus remains on maximum indulgence of students on carrying out hands-on experience or work.

- Participative learning

Students are given enough opportunities to participate in various academic and co-curricular activities like group discussions, debate, declamation, poster making, slogan writing, quiz, etc. From time-to-time various training programs, workshops, and activities like tree plantation and plant-based colours, dyes, etc. to enhance environmental awareness.

- Problem solving methodologies

It is necessary to ignite the mind of students in terms of challenging them to solve the given problem and to boost aptitude and innovative and creative learning. Methods like brain-storming, seminars, scenario analysis, role-playing

Topics of seminars are distributed among the students and they are given time to deliver it before the other students. Class tests are given to the students according to the university exam pattern and the same is also evaluated.

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

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

Apart from the conventional chalk-board method, all the faculty members of the institution are using advanced ICT enabled tools to optimize the teaching learning process and to make it more interactive and efficient. Students are made familiar of various online platforms including Zoom and Google meet classes, preparing online quizzes and creating classrooms, Google forms etc. Various E-content sources are also introduced to the students to amplify their vision to study any subject.

ICT based smart boards are installed in various rooms, labs etc which are used to teach students in a new and innovative way which inculcate the ability of creative and critical thinking. Establishment of computer labs, English language labs, free Wi-Fi are some of important initiatives for the students as well as for teachers also which has strengthen all of them in the field of multimedia application.

The institution is also using the IT enabled learning tools such as PPT, Video clippings, animations, video demonstrations from online sources apart from providing reading materials and lab manuals through emails and other methods for effective teaching-learning process. The activities carried out through digital and interactive tools increase student concentration and, therefore, they assimilate concepts more quickly, enhancing learning. This type of tool involves students in more practical learning, with the aim of reinforcing what they have learnt

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/Home

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

32

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

36

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

19

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

152

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 college follows the internal assessment mechanism as devised by the affiliating university, Maharshi Dayanand University, Rohtak. It aims to evaluate student's regularity, participation in class, assignments and class tests. It is the core of the Continuous Internal Evaluation (CIE) system. The internal assessment process is transparent and students are fully involved in the process. The internal assessment system of the college is robust in terms of frequency. Students have to be participative throughout the regular classes and they have to appear for formative assessment almost after every month. The mode of assessment is diversified and creates space for innovations. It encourages queries from students, enhances their class participation, improves their writing skill, hones their presentation proficiency, increases their inclination to apply the theoretical knowledge in practical ways and helps in their preparedness for semester exams.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mdu.ac.in/index

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

Internal examination refers to Internal Assessment, which is conducted in every paper of every course by teachers who are teaching these papers, as per guidelines of MDU, Rohtak. Concerned subject teacher, University Affairs Committee and Grievance Redressal Committee promptly deals with mistakes or errors related to the grievance. Even if the grievance persists, the students can approach Principal directly or through mentor. The Principal is the final authority in such matters who decides the matter on factual basis and get them settled on a priority basis.

File Description	Documents
Any additional information	View File
Link for additional information	http://gcwllakhanmajra.ac.in/images/126/MultipleFiles/File17913.pdf

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.

At the onset of session every department prepares Program outcomes (PO) and Course Outcomes (CO) as per directions from the college/university and are displayed on the college website. Comprehensive, clear and well-defined Program & Course outcomes enable teachers to prepare instructions, teaching plans & learning activities effectively as per the expected holistic learning.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gcwlakhanmajra.ac.in/Data?Menu=2+Rx+N0HANC=&SubMenu=HAzFC0dJhe4=
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.

Program Outcomes and Course Outcomes are based on the performance of the previous years and are evaluated at the end of each semester directly or indirectly.

Direct Method: 1. Continuous Evaluation through Class Tests, Assignments, Power Point Presentations, Group Discussions, Quizzes, Case Studies, Seminars, Projects. 2. University Exams: The results of the theory and Practical exams conducted by the University at the end of the semester are considered for evaluating the course Outcomes.

Indirect Method: Feedbacks from Passing out students, alumni are conducted to evaluate the attainment of Program, and course outcomes. Value based social sensitivity of students is developed and assessed through mentor group meetings, tutorials and co-curricular and extra-curricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mdu.ac.in/admin/EventPage.aspx?id=1015

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

185

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	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=

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://docs.google.com/forms/d/e/1FAIpQLSeMs7xTgjjvw8by-0cjxgbyQmaxXH5GUqOzIEPckU44TST0n5Q/viewform>

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)

NIL

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

01

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**

1

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

The college has two NSS units; each unit comprises one hundred volunteers. NSS team remained active performing awareness and social service activities throughout the year. National Service Scheme (NSS) is devoted to the service of nation 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 like Nukkad Natak on the theme "Nasha Mukti", awareness rally for education, cleaning campaign , Sadak Suraksha Rally and training programme for National Survey of Youth not in Formal Education or not in Employment. Additional to compulsory activities Swachhta pakhwada, Har Ghar Tiranga, Iconic Week Celebration, Independence Day, slogan writing competition on national youth day and Republic Day was celebrated. NSS volunteers actively participated in college level celebrations, university and national level camps throughtout the year.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=BFcJrpmMV3E=&SubMenu=r9dAHG4nRSo=
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**

09

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**

292

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

0

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

01

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 an adequate infrastructure which consists of Class rooms, labs, smart rooms and Library. The administrative block has sufficient number of rooms for smooth functioning of institution. The college also has 1 girls common room, 1 gymnasium hall and Lawns. Every Classroom and Lab-cum-Classroom are well ventilated and is equipped with comfortable furniture as per the needs of students. The needs of UG students are met by a total of 20 classrooms and lab-cum-classrooms with varying capacities. The college has classrooms that are well-ventilated, well-furnished for conducting theory and practical classes. Laboratories are well equipped and maintained so that students can carry out curriculum related activities. The college has Language Lab for students to improve their communication skills. The College Library is well equipped with books, news-paper and magazines and computers. The Smart Learning approach provides learners with a framework and a host of Smart Thinking Tools that motivate higher levels of understanding. It has a big reading hall for students and teachers to enrich their knowledge by using the resources available in the library. The staff room in the college is furnished with suitable furniture and has ample storage space. The infrastructure policy of the institution aligns with the requirements that emerge from the advancement of academic programmes. The needs of students with disabilities are thoroughly understood by the college. There is a ramp available for students who use electric wheelchairs or are unable to utilize stairs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=peFtsatR8x4=

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

1. Gymnasium Hall- 1

2. Sports room- 1

3. Sports ground- 1

4. Common Room - 1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=iaz5UGOSHPM=

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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

73191

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)

The library, fully automated with Integrated Library Management System Software Book with a seating capacity for, library has 5487 print books. SOUL Software is installed in the computers present in Library for maintain record of books. The working hour of Library are from 9:00 am to 4:00 pm. The college library is fully air-conditioned with CCTV surveillance which provide assistance in following areas:

1. Books Search through OPAC.
2. keep a record of newspaper clipping related to college news.
3. Any other help related to library.

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

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

85

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. Foursmart classrooms with projector facilities were started in the college, viz. in Room no 11, Lecture Theatre 1, Lecture Theatre

2 and Zoology lab. The college also has computerised English language Lab and Library.

Multipurpose hall is equipped with smart facilities like Smart podium, Electronic Lectern, internet connectivity, and a smart projector along with screen. Internet Fiber connection (BSNL) of 100 Mbps over 3 lines are installed in office and Computer Science lab for internet connectivity. College regularly updates its web portal for dissemination of academic, administrative and public information.

Admissions for new sessions are conducted online. The college further plans to upgrade its IT infrastructure and associated facilities by supplementing traditional teaching with incorporation of Smart Boards, Multimedia Projectors, seminar halls, 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/Data?Menu=ROFj+/eyOLA=&SubMenu=iaz5UGOSHPM=

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)**

0

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 and beautification 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/Home

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**

227

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	B. 3 of the above
File Description	Documents
Link to institutional website	http://gcwlakhanmajra.ac.in/Home
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 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	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

36

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	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.

0

File Description	Documents
e-copies of award letters and certificates	View File
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)

Under 'Earn While You Learn' scheme by DGHE, Haryana, meritorious students are being selected and engaged in administrative and departmental work. Remuneration is given to the students as per guidelines.

The college has two NSS units; each unit comprises one hundred volunteers. In the session 2022-23, unit-1 was run by NSS P.O Mrs Alka and unit-2 was run by NSS P.O Dr. Annu with the support and guidance of worthy Principal Madam. NSS team remained active performing awareness and social service activities throughout the year. Three one day camps and one seven days camp were organized by each unit. Seven days camp was organized in the village Lakhan Majra from 23 to 29 March 2023. Theme of the camp was-Service, Knowledge Enhancement and Awareness. One hundred volunteers from both units participated in the camp.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=BFcJrpmMV3E=&SubMenu=r9dAHG4nRSo=
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

2

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

There is no registered Alumni Association of the College. Efforts are being made for registration of the College Alumni Association.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/FeedBackDetails?Category=Alumni
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 committees constituted 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 different departments/cells/committees share their experiences, challenges and learning with the Principal and generate possibilities of improvement. Regular meetings with students and principal are organized to achieve excellence in academics and other activities. IQAC maintains records of various academic and administrative activities of college like organization of workshops, gender sensitization, health and hygiene, cleanliness, etc. The College envisages development of girls as nation builders through quality higher education. The institution aims to instil 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 from teaching -staff works under the chairmanship of the Principal and takes significant decisions related to the college administration as and when required.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=rSa_s3imp06s=&SubMenu=0ijtt2LYMp4=
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. Participative decision-making system is adopted in the college for students' welfare in particular and college in general. There is a 'College Council' which is chaired by the Principal. The council records the minutes of meetings held during the session. All the members of the college council participate in the proceedings of decision making related to staff, students and the college. Various committees are constituted by the Principal for managing various activities/functions in the college for holistic development of the students. There are 63 committees and all faculty members are part of it. Departmental Societies and student representative form the core of the

succession which provide governance opportunities to everyone 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/Data?Menu=rSa_s3imp06s=&SubMenu=0ijtt2LYMp4=
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan and 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 MDU, 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 enhanced infrastructure and developed capacities for teaching-learning process. Following Committees of the college monitor quality of work:

1. Internal Quality Assurance Committee: IQAC monitors the performance of teaching faculty and ensures their participation in various faculty development programmes.
2. Departmental Committees: After SWOC analysis, departmental Committees manage various activities and subsequently take measures to improve students performance in examinations and their results.
3. Time Table 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.

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	http://gcwlakhanmajra.ac.in/Data?Menu=rSas3impO6s=&SubMenu=0ijtt2LYMp4=
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 resolutions.
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: It is 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 acts 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 of 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/Data?Menu=d5jo6AxztEo=&SubMenu=yzxTEz4vztw=
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: Ten days of medical leave with full pay for non-teaching staff only.

2. Medical Reimbursement

3. Child Care Leave to Women Employees of maximum 2 years / 730 days.

4. Casual Leave: 20 days CL for females, and 10 days CL for males
5. Earned Leave: Ten and fifteen days for teaching and 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 Government fixed interest rate.
9. Leave Travel Concession
10. GPF and NPS (for employees who joined after 2006).
11. Conveyance Charges: for official work are reimbursed according to entitlement.
12. Academic or Duty Leave: for attending conference/seminar symposia , official meetings, etc.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=rSas3impO6s=&SubMenu=V52VqdcwsE8=
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

18

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 for both teaching and non-teaching staff adheres strictly to the guidelines established by the Department of Higher Education, Government of Haryana. Annually, all staff members, inclusive of teaching and non-teaching personnel, are mandated to complete an exhaustive online Annual Confidential Report (ACR). This systematic and comprehensive approach functions as a catalyst, inspiring faculty members to pursue excellence in teaching, learning, and research.

The ACR is a multifaceted evaluation encompassing various critical factors for teaching staff, such as:

1. Results of Classes Taught
2. Academic and Professional Progress
3. Academic Competency
4. Contribution to College Administration and Activities
5. Working days Allocation
6. Interpersonal Relations

An assessment of relationships with students, colleagues, and administration.

The online ACR undergoes meticulous review by the Principal.

Adhering to the regulations outlined by Maharshi Dayanand University and the Government of Haryana, any adverse remarks are communicated to the concerned teacher for further improvement. For faculty members falling under the Career Advancement Scheme (CAS), the college diligently follows the Academic Performance Indicator (API) system. Within this framework, every eligible faculty member submits details of their API to the Internal Quality Assurance Cell (IQAC).

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

No internal and external audit was conducted during the session 2022-23.

File Description	Documents
Paste link for additional information	NIL
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)

0

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 primary sources of funds for the college are grants allocated by the state government, specifically the Director Higher Education in Panchkula, and the fees collected from students. The college does not receive funds from non-governmental bodies. These funds are allocated and utilized for various needs as required.

The yearly fees collected from students in different categories by colleges is clearly defined by the Department of Higher Education, Haryana. The funds received from the state government are utilised under the supervision of the Principal, Bursar, and various college committees.

On receiving budget under different heads, the Purchase Committee supposed to initiate the procurement process. IT-related items are acquired from government-approved sources such as GEM (Government e-Marketplace) and Hartron. For other items, quotations are required to be solicited from at least three firms, and orders are placed with the firm offering the most competitive rates/prices. Payments are made either by cheque or online after the receipt of the items. Online transactions are conducted by authorized personnel, and payments adhere to the terms and conditions specified in the purchase order. Financial internal and local audits are conducted to verify compliance with established procedures.

File Description	Documents
Paste link for additional information	https://higherduhry.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

The Internal Quality Assurance Cell (IQAC) of the institution is committed to pour consistent efforts for quality improvement across all domains. In the purview of IQAC, a comprehensive plan is developed for the academic year and ensures optimal utilization of available infrastructure. Government college websites are developed by Higher Education Department which cater the needs of students, parents, teachers, supporting staff and visitors. On this platform, information can be sought in conspicuous manner, it may be academic calendar, lesson plans, time-table, activity chart, results, programme schedule, student helpline, faculty information, Alumni, etc..

The IQAC fosters the values of persistence, modernity and ethics in sustainable practices adopted by the institution. The proactive approach taken by IQAC reflects a dedication to continuous enhancement and the overall well-being of the college community.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=ZoTozhUgsPY=
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

The integration of Information and Communication Technology (ICT) in the teaching and learning process is actively encouraged at the college, where smart classes have been established to facilitate this approach. The institution provides electronic resources for various courses, ensuring that students have access to contemporary learning materials. Regular training sessions are conducted to familiarize students with the effective use of these e-resources.

To provide students with practical learning experiences and exposure, the college organizes field visits. These activities aim to complement theoretical knowledge with real-world

applications. The evaluation process is continuous and diverse, including unit tests, assignments, presentations, classroom discussions, and both inter and intra-class quiz competitions.

Group discussions and seminars are regularly held to enhance students' skills, foster critical thinking, and encourage effective communication. The institution places significant emphasis on feedback, collecting input from students, alumni, and teachers to assess progress comprehensively. This feedback loop is instrumental in incorporating improvements that make the educational processes more student-oriented.

Furthermore, staff members actively participate in various in-service training programs such as Orientation Programmes, Refresher Courses, Faculty Development Programs (FDPs), and Workshops. This ensures that the teaching faculty remains updated on the latest teaching and learning techniques, contributing to the continuous improvement of the overall educational environment.

File Description	Documents
Paste link for additional information	http://gcwlakhanmajra.ac.in/Data?Menu=d5jo6AxztEo=&SubMenu=yzxTEz4vztw=
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/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=
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

Govt. College for Women, Lakhn Majra leaves no stone unturned to promote gender equity. Women Cell makes all conscious and concerted efforts to work on the idea of equality and women empowerment. In this line, Women Cell organised lecture on gender biases and resolutions. Self defense training workshop was also conducted to empower girl students. Youth Red Cross Society also organised extension lecture and poster making competition on Feminine health and hygiene to raise awareness on women issues. Safety and security of girl students is the foremost priority of the institution. The whole college campus is under CCTV surveillance and PCR van remains around the campus to strengthen the security measures.

File Description	Documents
Annual gender sensitization action plan	http://gcwlakhanmajra.ac.in/Data?Menu=d5jo6AxztEo=&SubMenu=yzxTEz4vztw=
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	a) Every corner of building is under CCTV surveillance, PCR van stays outside the college gate for safety and security of girl students. b) Common room facility is provided to girls for reading and recreational activities.

<p>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</p>	<p>D. Any 1 of the above</p>
<p>File Description</p>	<p>Documents</p>
<p>Geo tagged Photographs</p>	<p>View File</p>
<p>Any other relevant information</p>	<p>View File</p>
<p>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</p>	
<p>Waste management is aimed at reducing the dangerous effects on the health of people and ultimately to environment. It is carried out efficiently and judiciously so as to enhance hygienic conditions and beauty of premises. Degradable and non-degradable wastes are segregated effectively through the use of blue and green dustbins for the dry and wet garbage, respectively. One time use plastic is discouraged in the premises. Recycle, reuse and reduce remains the moto of the institution. Composting is an economical and efficient method to decompose dried tree leaves, vegetable and fruit peels or any other food waste which serves as green manure for plants and trees. Biochemical waste from chemistry lab is disposed of by diluting and by burying them underground at proper depth. E-waste like computers, monitors, keyboards, mouse, printers, CDs, chargers are not discarded randomly but a suitable procedure is followed for its auction. All the students specially NSS volunteers contribute through cleanliness drive inside the college and in nearby localities. Local people are also motivated to keep their environment clean. Various competitions and activities are conducted by different committees to spread awareness towards the importance of a hygienic environment.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Geotagged photograph are attached with 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

C. Any 2 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:

C. Any 2 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

C. Any 2 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).

Inclusion is the first foremost aim of education. Institution is committed to create an encompassing environment for everyone by accepting their cultural, linguistic and socioeconomic differences. It starts with the welcome of new students by the senior students which helps them to embrace and adapt new environment. Sports and cultural activities remarkably infuse harmony and oneness. Support and guidance are offered to students on educational, financial, social, economical, environmental, familial and personal issues through Mentor-Mentee interactions. It boosts equality and sublime differentiation on any ground. Institution has set up Internal Complaint Committee, Student Complaint Committee, SC/ST cell to ensure fair treatment and equal opportunities to all individuals regardless of their backgrounds. Students are counseled to feel free to approach these committees in case of any need may arise. All staff members are advised to work under a code of conduct which stresses upon on equity and inclusivity in every sense. College building has facilities for students with special needs in terms of accessibility which make them feel the very part of the institution. Government scholarship are distributed to students belonging to schedule caste and backward class to financially aid their education solely on merit basis. Local customs and traditions are valued through celebrating festivals which foster a sense of belongingness among students representing diverse identities.

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

To foster ethos and obligations among students and employees, numerous activities were organised during the session. Celebrations of national days made everyone proud and fills our heart with patriotism. Birth and death anniversaries of our great leaders remind students of their sacrifices and moral

values. Keeping these values in mind, these events were celebrated with full dedication and respect. To make students sensible and responsible citizens, Voters Day, Environment Day, World Water Day etc. were celebrated through organising various activities. Road Safety Week was celebrated by carrying out activities like road rally, poster making and slogan writing competition, lecture on traffic rules, signages and wall painting to spread awareness on road safety issues. Quiz and Speech competition on constitutional rights and duties were organised by Legal Literacy Cell. Students were motivated and supported to make their voter IDs and a pledge taking program was organised on Voters Day to vote judiciously and unbiasedly.

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, 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

D. Any 1 of the above

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

Institution celebrates national festivals i.e. Independence Day and Republic Day are celebrated with fervor and festivity to foster patriotism. This 75th year of independence was commemorated as Azadi ka Amrit Mahotsava, college organised numerous competitions and activities to celebrate the zeal of patriotism. Celebration of local festivals like Teej, Karwa chauth, Diwali, Holi etc. fills the spirit of festivity into the students. Birth and death anniversaries of great Indian leaders and sacrifices of freedom fighters were observed and celebrated with true pride. Poster making, slogan writing, speech, quiz and various other competitions were organised on Science Day, Ozone Day, Wildlife Day, Water Conservation Day, NSS Day, World Consumers Day etc. by respective departmental societies and committees. Hindi Diwas is celebrated to appreciate linguistic diversities.

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.

Safety and security of girl students has always been a strong concern for parents as well as teachers. Girls can be empowered by providing them knowledge and skills. Students were imparted self-defense techniques through a training program by Women Cell. Cyber Crime Awareness is prime need of present time. As new generation is open to the web of expanding technologies and non-selective availability of information make them vulnerable to cybercrimes. In viewing this scenario, Govt. College for LakhanMajra organised an extension lecture on Cybercrime awareness in which experts from Cybercrime branch made girl students aware about possibilities of becoming victim of cybercrimes and ways of its prevention and self-protection.

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

Apart from academic excellence, creating responsible citizens who are sensitized towards nature and environment, inclusive and tolerant personalities who value positive thinking and approach and rendering values and ethics is the prime thrust area of institution. Inculcating sense of belongingness to every member of society above all differentiations. To get connected with society and benefitting deprived strata, various community engagement programs were run through NSS activities and social outreach programs. Societies like Women Cell, Youth Red Cross, Eco club carried out many awareness programs for students to address various societal issues like discrimination, differentiation, gender inequality, crime against women, old age crisis, needs of differently abled persons and reached out society to supply required help. Students were counselled through mentor-mentee interactions. At this platform students were extended help and support on educational, social, familial or personal, career or other issues.

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

New academic year is full of potential to put plans into action. Apart from excelling in academics, steps would be taken to develop more inclusive, safe and comfortable environment for students in the institution. Departmental committees, Youth Red Cross Society, National Service Scheme, Women Cell would plan and conduct activities like organising extension lectures, workshops, training programs, awareness campaigns, outdoor activities, hands-on-learning, excursions, visits etc.

according to academic calendar. Focus would remain on providing life skill learning opportunities like survival techniques, first aid, protection of environment and wildlife, good physical and mental health with yoga and meditation, self-defense training. Support would be extended to needy students in terms of extra classes in free periods, psychological and career counselling, dissemination of information regarding Govt. policies and welfare schemes. Mentor-mentee interactions would seek important place in to-do-list to support educational, mental, social and emotional needs of students. Students would be motivated to explore their capabilities through participating in sports, cultural and social service activities which would help them to become responsible citizens and to serve society and nation in true sense. Addition to above all those, implementation of NEP 2020 would also be carried out in new academic session and to explore new avenues in education.