



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	K. T. GOVT. COLLEGE, RATIA
• Name of the Head of the institution	DR. SUMITRA SANGWAN
• Designation	OFFICIATING PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01697252100
• Mobile No:	9896323377
• Registered e-mail	ktgcratia@gmail.com
• Alternate e-mail	ktpgcollegeratia@gmail.com
• Address	SARDUL GARH ROAD, RATIA
• City/Town	RATIA
• State/UT	HARYANA
• Pin Code	125051
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	CHAUDHARAY DEVI LAL UNIVERSITY, SIRSA
• Name of the IQAC Coordinator	DR. SUMITRA SANGWAN
• Phone No.	01697252100
• Alternate phone No.	01697252100
• Mobile	9896323377
• IQAC e-mail address	drsumitrasangwan@gmail.com
• Alternate e-mail address	ktgcratia@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://ktgcratia.ac.in
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://ktgcratia.ac.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	55.65	2003	21/03/2003	20/03/2008

6.Date of Establishment of IQAC

05/11/2016

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
K. T. Govt. College, Ratia	Medical bill reimbursement	DGHE, Panchkula	2021-22	150000/-
K. T. Govt. College, Ratia	Science Exhibition	DGHE, Panchkula	2021-22	10000/-
K. T. Govt. College, Ratia	Passport	DGHE, Panchkula	2021-22	624000/-

K. T. Govt. College, Ratia	Augementatio n of Laboratories	DGHE, Panchkula	2021-22	60000/-
K. T. Govt. College, Ratia	Empowerment of girls students	DGHE, Panchkula	2021-22	20000/-
K. T. Govt. College, Ratia	Earn While You Learn	DGHE, Panchkula	2021-22	20000/-
K. T. Govt. College, Ratia	Sports	DGHE, Panchkula	2021-22	40000/-
K. T. Govt. College, Ratia	Library Grants	DGHE, Panchkula	2021-22	350000/-
K. T. Govt. College, Ratia	Placement Cell	DGHE, Panchkula	2021-22	34000/-
K. T. Govt. College, Ratia	Learning driving Licence	DGHE, Panchkula	2021-22	195000/-
K. T. Govt. College, Ratia	Scholarship and stipend	DGHE, Panchkula	2021-22	70000/-
K. T. Govt. College, Ratia	Scholarship and stipend	DGHE, Panchkula	2021-22	48000/-
K. T. Govt. College, Ratia	Electricity	DGHE, Panchkula	2021-22	450000/-

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	9		

<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)		
<ul style="list-style-type: none"> Prevention taken during Examination in Covid-19 pandemic. Alumani Meet was organized Repairing of water cooler was done Girls toilet got constructed. Chowkidar was kept for the safety of the College. 		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1. Proposal of New Toilet for Boys and Girls	1. DGHE, Panchkula accepted the proposal for a new toilet for boys and girls, and work for the same has been started by PWDB&R, Fatehabad	
2. Proposal of Alumni meets	2. Alumni Meet Conducted on 11/06/2022.	
13. Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	12/01/2023
15. Multidisciplinary / interdisciplinary	
<p>The college prioritizes a vibrant and robust multidisciplinary curriculum to significantly enhance the academic experience. It proudly offers a wide array of courses with diverse subject combinations to the students. Furthermore, the college diligently enforces equity and inclusive learning through measures such as providing reservations and scholarships for marginalized and economically weaker section students. The college is actively preparing to implement the New Education Policy (NEP) 2020 from the 2024-25 session, in strict accordance with the provisions of the affiliating university CDLU, Sirsa. As per the NEP, multidisciplinary and interdisciplinary courses will be robustly introduced accordingly.</p>	
16. Academic bank of credits (ABC):	
Not available	
17. Skill development:	
Not available	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
Not available	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
The curriculum is delivered by the teachers in every manner so that course/program outcome may be achieved.	
20. Distance education/online education:	
The faculty members were provided online education to the students during pandemic of COVID-19 by way of Zoom, Google meet platform and You tube channels.	
Extended Profile	
1. Programme	
1.1	04

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1		908
Number of students during the year		
File Description	Documents	
Data Template	View File	
2.2		251
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		18
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		37
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	25
4.2 Total expenditure excluding salary during the year (INR in lakhs)	5312782.64
4.3 Total number of computers on campus for academic purposes	98

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

At the beginning of an academic session, Teacher and students get-together are held in which students are awared about the topics in the syllabus/time table, various activity like science quiz, NSS, Red-cross, cultural activity, sports activity etc. of the college. Number of classes for each topic is decided by CDLU university according to the syllabus and credits (PG) assigned to each topic/Group/paper etc. College administration provides a well constructed semester-wise routine/schedule/ time table for each semester for both UG and PG classes. Every teacher prepare the sechdule of syllabus topic which is approved by the Principal duly. Teachers prepare their lectures according to the syllabus allotted and classes assigned to them. Classes are held according to the time table under the supervision of college administration. We have a very rich library equiped with books of all the subjects, well furniture and space. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as, Use of Chalk/marker on board, Distribution of class notes by teachers, Group discussion amongst the students during the class, Micro-teaching and seminars by students related to curriculum. Proper and adequate instrumentation facility is given to the students for their practical classes.

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

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

College followed the Academic calendar 2021-2022 of CDLU, Sirsa from which our college is affiliated. The academic calendar is issued by the affiliating university and is adhered to by the college. The process of Internal Assessment is also given by the affiliating university and the same is followed by the college. The Internal Assessment process includes two assignments (5+5), one class test (5 marks) and attendance (5 marks) for the students. The criterion is decided by the affiliating university. During the session, activities like Cultural, sports, NSS, Red-ribbon club and Youth-festiwell related activities were held according to schedule of CDLU, Sirsa and other activity like science essay writing, Science-exhibition, science quiz, women cell schedule provided by DGHE-Panckula by providing grants. The college introduced the surprise class test, assigned and attendance based internal evaluation systems in the college for internal Assessment. Students was also evaluated through organizing debates, group discussion, seminar presentation etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

04

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The cross cutting issues relevant to Gender, Environmental Sustainability, Human Values and Professional find an abundant space in the curriculum of our college. Human Values: We find human values in the courses such as English, Hindi and Punjabi

Professional Ethics: Professional ethics are a part of the course covered by the students of B.A. B.Com. and M. A. Punjabi students.

Gender: Courses such as English (Literature), Hindi (Literature) and Punjabi making students aware about the gender discrimination prevalent in the society and other gender related issues. The teachers empower girls by sensitizing them and discussing the issues in the women cell activity. Girls are encouraged to spread and possible solutions are discussed. In addition, Legal Cells/NSS Cell of the college conducts various programmes to create awareness among the students pertaining to gender issues. These activities help to maintain gender equity.

Environment and Sustainability: Environmental Science is a compulsory subject in all three year for UG students of all streams. This subject introduces students to the interrelationship between man and the environment for a understanding of the perceptions and policies towards a better environment. It helps them to understand the management of the natural resources, alternative energy resources, effect of climate change, pollution control etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	D. Any 1 of the above
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**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	NIL

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

520

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

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

108

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

2.2 - Catering to Student Diversity

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

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

In the classroom, advanced and slow learners are identified based on their responses and performance in unit tests and internal examinations. Teachers then create separate lists for slow and advanced learners, organizing extra lectures for weaker students. Teachers ensure that students understand the lessons and offer additional explanations when necessary. Advanced learners are encouraged to ask questions, and are given extra assignments and projects, as well as opportunities to participate in competitive exams, seminars, presentations, quiz competitions, and debates.

Activities for Slow Learners:

1. Individual Counseling
2. Remedial Coaching
3. Extra Notes
4. Group Discussion Sessions
5. Internal Examination Support
6. Encouragement in NSS/Sports and Academic Activities
7. Access to Extra Library Books

Activities for Advanced Learners:

1. Advanced Notes
2. Seminar Sessions

3. Participative Learning Sessions (e.g. Self-Discipline Day & Teachers Day)

4. Assessments

5. Group Discussion Sessions

6. Experimental Learning Sessions

7. Advanced Question Papers

8. Various confidence-building activities such as cultural events, NSS and sports to develop their overall personality are conducted by the college.

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

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

Number of Students	Number of Teachers
788	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

"The College aims to create a learning environment that encourages exploration and critical thinking. This allows us as architecture academics to improve our courses, enhance our role in shaping architectural education, and raise the quality of education.

Experiential learning involves learning through experience and focuses on the individual learning process. A faculty member mentors a group of students, drawing on industry or academic experience.

Participatory learning includes advanced techniques based on situational and constructionist principles, such as activity learning, group discussions, case studies, community surveys, visual descriptions, and excursions. Active learning involves direct student involvement in the learning process. Collaborative learning involves students working together in groups to solve problems or complete tasks, creating meaning through discourse. It is similar to group discussions, where students analyze and discuss a specific subject before presenting in the classroom. Both positive and negative feedback is collected from students and staff.

When teaching problem-solving, we generally encourage students to follow these steps and methods:

1. Identify and define the problem.
2. Analyze the problem, including its scope and significance.
3. Identify or formulate possible solutions.
4. Evaluate the strengths and limitations of those solutions.
5. Select and defend the best solution.

The first step is to identify and define the problem. It's important to focus on the problem rather than jumping to solutions, as thoroughly understanding the problem is crucial."

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

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

Teaching occupies an honorable position in the society. ICT helps the teacher to update the new knowledge, skills to use the new digital tools and resources. ICT is one of the major factors for producing the rapid changes in our society. It can change the nature of education and roles of students and teacher in teaching learning process. ICT as a medium for teaching and learning. It is a tool for teaching and learning itself, the medium through which teachers can teach and learners can learn. It appears in many different forms,

such as drill and practice exercises, in simulations and educational networks. It plays an important role in student evaluation. It helps teacher to pass information to students within a very little time.

File Description

- Upload any additional information

Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.

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

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

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

18

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

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

05

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)	No File Uploaded

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

93

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

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.

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the

theory and practical subjects. The institute follows the regulations of Chaudhary Devi Lal University. Marks for the examinations (theory and practical) will be displayed in the department notice board within a week time. Marks obtained in all examinations are noted down in ledger. Slow learners are permitted to improve their marks by rewriting the examination if they have scored low. All such modifications will be displayed in the department notice boards for student reference. Head of the department are allowed to look at the re-examinations for the slow learners. The college prepares an academic calendar in line with university calendar prior to the commencement of the academic to acquaint themselves with the rules and regulations of the affiliating university, the college atmosphere, examinations and evaluation process, extra-curricular activities organised in the college. Class teacher communicates with the students regarding the labs and subjects of each semester.

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

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

2.5.2.

Q1M

The college maintains complete transparency in the evaluation and provides a platform for addressing student grievances regarding university examinations and internal evaluation. K.T.G.C is affiliated with Chaudhary Devi Lal University, and all examinations are conducted by the Controller of Examinations of the University. Any discrepancies faced by the institution are immediately brought to the attention of the controller of examinations, and corrections are made only after receiving instructions from the university. This process is very transparent and time-bound. Sometimes, students may receive questions in university examinations that are outside the syllabus. When students point this out, the center superintendent promptly informs the controller of examinations. Additionally, if students protest the evaluation system due to receiving low marks, the grievances are addressed by reporting to the appropriate authorities, including the Vice-Chancellor and Controller. In such cases, re-examinations may be suggested. At the last level, an

examination committee, comprising a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle issues regarding the evaluation process. The college strictly follows the guidelines and rules issued by the affiliated university when conducting internal and semester-end examinations. Two internal assessment tests are given during each semester, and the timetable is prepared well in advance and communicated to the students early.

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

2.6 - Student Performance and Learning Outcomes

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

The curriculum of the programmes is designed by the university, the college teachers have to define the programme outcomes for each programme offered by the college. The learning outcome of each course is built in to the curriculum of each discipline and these are clearly stated to the students through the syllabus, which is available on university website.

On the orientation day, at the commencement of academic session, students are guided about the culture of college in general and their disciplinary expectations in particular. The teacher also introduces the students to the specific area of which they are going to gain knowledge. The assessment of students provides a feedback to the faculty and benefit in improving the teaching learning process. The faculty member also offers regular formal and informal guidance to the students about the course. The college cares every effort to make the students full of knowledge and skills and with well developed personality. The programme outcomes are measured over a period of time by assessing the performance of the students in the role they play in various activities such as NSS, Cultural Programmes, Youth Festival, Co-Curricular activities conducted by college.

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

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

The process for the evaluation of the students in different subjects are followed as per the rules and regulations of the university authorities. There is an internal college examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The committee initiates a few steps such as unite test, practical work, seminars, power point presentations etc. Besides, our college also tries to attain the course outcomes and programme outcomes by conducting the activities such as cultural activities, N.S.S activities, career counseling, personality development programme and communication skills. Various college and inter-collegiate competitions, organizations of scholarly lectures health awareness programs, life skill development programs, participations in youth festival etc. Sportive skills are inculcated amongst the students through these competitions. Thus the course outcomes and program outcomes are fulfilled through such activities. "At the beginning of each semester, subject teachers outline course objectives during the introductory lecture. The institute gives students opportunities to demonstrate their understanding through oral or written expression. This approach ensures that the evaluation method does not hinder the assessment of student attainment of specific course objectives, student outcomes, and program-specific outcomes.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year**115**

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	Nil

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://drive.google.com/file/d/1-7PKnlfiS_qy1T6o8G-dqrdXBFQ6PAi4/view?usp=drivesdk

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

3.1.2 - Number of 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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**

0

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

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**

02

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

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

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

Extension activities provide a platform to serve society and the surrounding community. A variety of activities have been conducted to develop students as responsible, socially conscious, rational, and humane citizens. There are several groups like the NSS units, Women's Cell, Placement Cell, Legal Literacy Cell, and different subject societies that actively organize extension activities to instill a deep sensitivity. These activities include rallies and campaigns to raise awareness about gender equality, yoga, adherence to traffic rules, cleanliness, and hygiene. The college has a Legal Aid Clinic for providing legal counseling. Extension lectures, socio-cultural issue discussions, and skill enhancement workshops are also organized frequently. The NSS units organize a Seven Day Camp annually, along with two or three one-day camps. The Women's Cell sensitizes students about gender equality, the Legal Literacy Cell educates them about rights, duties, laws, and rules, the Placement Cell focuses on creating a link between career growth and societal welfare, and the subject societies discuss the role of their respective subjects in creating conditions for overall well-being. growth of country.

File Description:

- Paste link for additional information

Upload any additional information

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

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	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

16

File Description	Documents
Reports of the event organized	No File Uploaded
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

610

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

3.4 - 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	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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**

0

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

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.

Classrooms, Computer labs and Laboratories.**Classrooms:**

There are 25 class rooms including one seminar hall used for teaching purpose. Out of these 21 classrooms and 04 classrooms are ICT enabled facilities such as smart class, wifi, LAN etc. The classrooms are occupied throughout the daily study hours and the timetable is so spread that the maximum utilization of them is ensured. Classrooms have had one setup: straight rows of desks facing the front of the classroom. The row style allows teachers ample amount of space to walk around. This makes it easier for teachers to supervise the students and insuring that students stay focused.

Computers labs:

There are four computer labs in this college. The computers facilities are used by all the enrolled students in the practical groups of students. The college assesses time to time the need of maintenance and up gradation of ICT tools such as internet facility.

Laboratories:

There are five Laboratories in this college viz., physics, chemistry, geography, botany and zoology. These Laboratories are used by all the enrolled students in respective subjects for practical purpose. Each group of practical subject consists of 15 to 25 students.

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

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

The college constitutes a cultural committee every year for smooth functioning of cultural activities throughout the year. The committees functions independently for their allotted work under the overall supervision of Principal. The college organizes one Talen Search Programme for newly admitted students in odd semester each year. The college hosts a Phulkari Programme in even semester and college has an adequate facility for organizing these activities including a seminar hall, main stage for organizing literary events and one big stage for singing and dancing events.

Sports, games (indoor, outdoor):

The college has an adequate facility for organizing sports events. It has one big play ground for cricket, football, kabaddi, kho-kho, athletic and such events. There is one volley-boll court for assisting sports students. The sports facilities are made available to students and the expert advice of the faculty members of the Dept. of Physical education is always with them. College Grounds are normally used for College Events/Functions/Ceremonies like Convocation Ceremonies, Annual Functions etc. These grounds are also used by the Department of Physical Education for its athletes and players for "Practice" and for organizing Annual Sports Meet, Inter-College Sports Functions etc.

Gym:

This college has one gym/fitness centre(Room no. 14) equipped with all facilities to cater to the needs of sports persons to keep them fit such as cycling, stretching, muscle training equipment's etc.

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

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

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

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

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)

331814

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

4.2 - Library as a Learning Resource

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

1. Library is automated using Integrated Library Management System (ILMS).

2. Name of the ILMS software is SOUL 3.0

3. Nature of automation: library is fully automated

4. Version of software is 2.0 it will be updated as and when new version is being made available to us by inflibnet center

5. Automation of all books is made in each session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
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)	
151711	
File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
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	
50	

File Description	Documents
Any additional information	No File Uploaded
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

The COVID-19 pandemic had a significant impact on students' lives and this institution took responsibility for assisting them in staying engaged and becoming responsible citizens. The college purchased ICT equipment to aid teachers in conducting online classes and creating e-content such as videos, presentations, images, and quizzes. New smart classrooms were added, including LAN, Wi-Fi, and projector facilities. The college has 25 classrooms, including one seminar hall, with ten of them equipped with smart classes, projectors, Wi-Fi, and LAN. There are two computer labs with high speed internet and LCD screens, which can be used for real-time information sharing. The college conducts live budget telecasts to help students gain practical knowledge. The institution periodically assesses the need for maintenance and upgrades of ICT tools, such as internet facilities, smart classrooms, printers, and computers, and strives to provide high-speed internet and Wi-Fi for teachers and students. Now the institution has 50 MBPS bandwidth facility including Wi-Fi coverage in campus.

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

4.3.2 - Number of Computers

98

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

113091

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

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

The college has a well-established mechanism and set procedures for maintaining and utilizing the mentioned facilities. The delegation of duties is made through a comprehensive system of committees headed by respective convenors. The committees function

independently for their allotted work under the overall supervision of the principal. The college construction committee remains busy throughout the year in keeping college property in good stead. The principal is empowered to allow small repairs, while major repairs and works involving expenditure above one lac require the college to write to higher authorities for financial assistance. The college follows a well-defined policy and procedure for maintaining, utilizing, and upgrading facilities, including classrooms,

computers, labs, sports facilities, and the library. The college assesses the need for the upgradation of ICT tools and makes efforts

to get grants for such improvements. The large classrooms are used frequently to conduct co-curricular and extracurricular activities round the year, and college grounds are used for events/functions/ceremonies and for organizing sports meets. The library has a rich collection of about 19000 books that cover all the important subjects, and relevant magazines are subscribed and made available to the students. The college encourages students to make full use of these facilities and has a well-set mechanism maintain and improve them.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students 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

631

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students 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

631

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	NIL
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

750

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

750

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

<p>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</p>	<p>B. Any 3 of the above</p>
--	-------------------------------------

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

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

NIL

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

02

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

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

01

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	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

In addition to these, we also provide students' representation in committees like Career Guidance Cell, Anti Ragging, Sexual Harassment, NSS, Sports, and IQAC. Apart from this formal representation, we encourage students to perform various day-to-day activities like compilation, classification, and analysis of data, preparation of reports, class monitoring, maintenance of discipline, conducting programs, etc. The teachers in charge of extension activities identify volunteers and assign them supervisory or even managerial positions for the activities like preparing placards, taking out rallies, and sloganeering for some social cause in the neighboring area.

File Description

- Paste link for additional information

Upload any additional information

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

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

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

159

File Description	Documents
Report of the event	No File Uploaded
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

The College has a fully functional and active Alumni Association though it is not registered yet. The Alumni Committee manages the Alumni association to promote a unanimous feeling of connection and camaraderie among college students scattered in all walks of life.

1. The Alumni association committee as well as other alumni are continuously sharing their onward journeys; providing guidance; facilitating career opportunities/job placement for present students. Alumni also support the existing batch of students in organizing events, and extending support in various student activities.

2. In order to maintain records of its alumni, and to create a strong bond between the alumni and the institution, the alumni committee conducts alumni meets (2021-22). The students and teachers meet informally and share various experiences.

File Description:

- Paste link for additional information

Upload any additional information

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution frames plans to keep in view, the Vision and Mission of the institution for efficient and transparent functioning, good governance, and by imparting higher education to all especially to a large number of students from schedule caste/backward caste/economically weaker sections of the society.

The college provides them with different facilities such as payment of the fees in college level support in the form of various scholarships, adequate library facilities, sports facilities, etc.

The institution follows a democratic and participatory mode of governance with all stakeholders. All the policy decisions are made by the Principal in consultation with faculty members, who also participate in the implementation through various functional committees. These committees regularly review and monitor the outcomes. College emphasizes a lot on society-connect programs and value-driven programs like Swacchta Abhiyan, Tree Plantaion , vaccination and Health awareness activities, etc. under N.S.S and Career Guidance Cell, and Youth Festival also play important parts in obtaining the Vision and Mission.

File Description

- Paste link for additional information

Upload any additional information

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

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

The college promoted a culture of decentralization and participative management in administration and achieving academic goals during the year 2021-22. The principal constitutes various committees at the beginning of each session and decentralized responsibilities. A committee comprising faculty members and administrative staff is involved in the planning and implementation of all academic and other activities. An optimum level of decentralization through a participative decision-making process is well in practice. The Principal executes all academic and administrative plans and policies with the help of the following committees viz.

- *IQAC Cell
- * Library Committee
- * Cultural Committee
- * NSS Committee
- * Sports Committee
- *Career Guidance Cell and Placement Cell
- * College Magazine Committee
- * Grievance Redressed Cell
- * UGC Committee
- * Scholarship Committee
- * Purchase Committee
- * Internal Audit Committee

*** Disciplinary and Anti-Ragging Committee**

Internal Quality Assurance Cell (IQAC) illustrate participative management on behalf of stakeholders and local citizens. Before the formation of policies suggestions are taken from stakeholders by conducting meetings through IQAC, Alumni, & other important committees.

File Description

- Paste link for additional information

Upload any additional information

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Govt. Arts, Commerce & Science, PG College follows government policies and plans to bring excellence in higher education and to raise and ensure quality standards. The mobilization of financial resources is important for the growth of an institution. With the help of Department of Higher education, efforts are made to develop academic excellence and augmentation in infrastructure.

As per suggestions of the College Council committee and IQAC Committee, the fund was utilized for infrastructural development and ICT devices, academic excellence, and laboratory equipment in session 2021- 22.

A strategic plan for the utilization of grants was as follows:

1. Academic excellence, seminar and expert lecture from the grant of DGHE Haryana.
2. Career counseling activities from the grant of DGHE Haryana.
3. The purchase of equipment for laboratories from the grant of DGHE

Haryana.

4. Office equipment from the grant of DGHE Haryana.

5. Sanitizer Machine from State government grant for maintenance of hygiene and protection from corona.

6. Government grants for the construction of new classrooms.

File Description

- Strategic Plan and deployment documents on the website
- Paste link for additional information

Upload any additional information

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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.

The Department of Higher Education, Haryana is the governing body. The institute is an affiliated Government college. The Additional Chief secretary of higher education is the supreme functional authority at Secretariat. The Director and additional director are responsible for monitoring the colleges of the specific division. The principal is the head of the institution with administrative and financial powers. The principal appoints many committees consisting of faculty members and administrative staff to help him in the administrative work related to general administration, academics, Quality issues, and students' welfare issues. Committee coordinators are provided full autonomy within the structure to bring in participative management and decentralization of powers. Permanent faculty are appointed by the department of Higher education through the Haryana Public Service Commission, guest faculty are in accordance with the norms of the Department of Higher Education, Haryana. The institution is a state government college hence service rules, procedures, appointment and promotional policies, and rules

for class I , II , III , IV employee.

File Description

- Paste link for additional information
- Link to Organogram of the Institution webpage
- Upload any additional information

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

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

Our institute believes in the overall development of employees for their better contribution for accomplishing the Vision-Mission, and objectives of the Institute. The Institute offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and

provide thrust to their working efficiency. Welfare schemes for teaching and non-teaching staff Medical Reimbursement Pension/ NPS/ Leave. The college has provision for admissions of eligible wards of employees. Group insurance scheme loans from GPF, Duty leave, Medical Leave Medical Expenditure reimbursement, Maternity Leave, Paternity Leave ,Child Care Leave, Earn Leaves, Faculty Development program, Retirement benefits, Grain allowance to class IV staff, Uniform allowance to class IV, Staff development programs for non-teaching staff, Establishment support, Electronic service books, Dissemination of information on email IDs / What Sapp Group/Telegram Official email Id Support, Yoga and meditations are the best practices of our college where all teaching, non-teaching staff and students participate make a better working and health. Amenities like parking spaces and clean drinking water facilities, water coolers, are provided.

File Description

- Paste link for additional information
- Upload any additional information

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

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

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

NIL

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)	No File Uploaded

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****NIL**

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	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****14**

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

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

The Institution has a Performance Appraisal System according to the rules of the Higher Education Department, Haryana All the faculty members submit their self-appraisal reports (APAR) annually for assessment of their teaching-learning, evaluation, professional development, co-curricular activities, extension work, research publications, and academic contributions. The APAR is checked and verified by the IQAC and an overall API score is calculated according to the given format. The finalized report is forwarded to the Higher Education Department after the remark by the principal. Their performance appraisal system for non-teaching staff is based on work and responsibilities given and executed by them. The feedback from non-teaching staff is prepared by an administrative committee. A confidential report is prepared with the overall grading of all the employees. The recommendations of the committee are forwarded to the principal. The principal puts his remarks on the report and takes corrective measures for improving overall performance.

File Description

- Paste link for additional information

Upload any additional information

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

6.4 - Financial Management and Resource Mobilization

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

Being a Government institution, KTGC Ratia follows the financial rules and regulations framed by the Finance Department, Govt. of Haryana. There is a provision of external and Internal financial audits as per government rules after every five to seven years.

Internal Audit System: All documents related to financial transactions are checked by the college bursar before making payment of bills keeping in view the Govt. Rules and instructions. Internal Audit System is also checked by GHE through PraYAAS Framework.

External Audit System: College receives two types of grants/funds i.e. Govt. Grants from Higher Education Dept. Records checking and audit of these grants are conducted by auditors from the office of Account General Haryana.

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

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

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

NIL

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

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

The college is a government institution that follows the financial regulations set by the Finance Department of the Haryana Government, including resource mobilization. The college receives grants from the Department of Higher Education, Haryana for various purposes such as salaries, conducting co-curricular/extra-curricular activities, upgrading labs, purchasing books, and maintaining and improving infrastructure including ICT. The budget is allocated according to the requirements and policy parameters of the State Government. The college also receives fees and funds from students for specific activities related to students' welfare, teaching and learning, as well as co-curricular and extra-curricular activities. The Alumni Association provides financial support gives monetary assistance to students in need. The college ensures proper documentation and efficient mobilization of financial resources without any misuse. Specific needs are identified with an execution

strategy, and work is carried out at the most cost-effective rates without compromising quality.

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

6.5 - Internal Quality Assurance System

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

The IQAC is working in close association with college administration and all other stakeholders to maintain high quality standards since its inception in 2009 and is instrumental in institutionalizing quality assurance strategies and processes in college functioning. The IQAC periodically assesses the college activities/facilities and suggests accordingly for the betterment. The college building constructed in 1976 needed major overhauling. For providing enhanced facilities of laboratories, smart class room, e-resource centre, new courses and better accessibility, there was a dire need of addition of rooms and other infrastructural facilities. On the suggestion of IQAC, the college administration decided to work for regular enhancement of infrastructural facilities which were achieved by adding 20 classrooms, New Car Parking and Multipurpose Open Theatre. The IQAC strived hard to create a perennial link with the students for creating in them a deep sense of belongingness, mobilizing funds and getting real time data on students' career progression, placement and relative efficacy of learning expectations of the institution.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

There is an institutional mechanism to review teaching learning processes, structures, methodologies and learning outcomes regularly through Heads of the departments who along with teachers are responsible for the conduct of teaching- learning activities. The IQAC of the college regularly observes the efficacy of different activities related to teaching-learning and provides necessary suggestions to the Principal for maintaining the quality standards. The college keeps on reviewing and revising its teaching learning processes, structures and methodologies of operations and learning outcomes under the guidance of IQAC. Procedures and operations are reviewed by the IQAC every year. External review is also conducted by the Head Office time and again.

Inputs are taken from each department/Cell for all the seven criterions of NAAC Accreditation Process and performance under each metric is recorded by the IQAC. After the analysis of all the metrics under each Key Indicator of seven criterions IQAC chalks out the plan for the next academic session to be followed by all the departments and cells.

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

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	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

The college has made efforts to provide equal opportunities to boys and girls. As a result, both boys and girls participate in larger numbers in sports, cultural, and other extracurricular activities. There is a well-developed Women's Cell that organizes seminars, workshops on gender sensitization, and counseling sessions with professionals such as doctors, lawyers, social workers, and spiritual thinkers. The Grievance and Legal Cell of the college also organizes events focused on gender sensitization to raise awareness of students' rights and duties. The campus is safe for both boys and girls, with CCTV surveillance for security. The Proctor Cell of the college takes care of student grievances, and ragging is strictly prohibited. Separate common rooms equipped with necessary amenities are available for girls, and pad vending machines for sanitary pads are installed in the college. The college also has an adequate number of washrooms for boys and girls separately. Lastly, the NSS, Women's Cell, Legal Cell, and Red Ribbon Club of the college organize gender sensitization events and classes for handling student grievances, with suggestion boxes installed for anonymous complaints. Any grievances raised through these boxes are well attended to and resolved.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

The institution KTGC Ratia is well equipped with all types of facilities for degradable and non-degradable waste. There are many dustbins in almost every nook and corner of the college campus for the disposal of the garbage. These dustbins are kept for segregating dry and wet waste material. Apart from this the college has adopted various methods to keep college campus neat and clean and maintain healthy environment.

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

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	No File Uploaded
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: <ol style="list-style-type: none"> 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 	D. Any 1 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

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

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

C. Any 2 of the above

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

The college is fully committed to providing inclusive education. It aims to raise awareness and promote tolerance and harmony towards diverse cultural, regional, linguistic, communal and socio-economic backgrounds among its students and community. Analysing the students' profiles, it is evident that they come from various

sections of society, with economic, social, and gender-based differences among them. However, these diversities become insignificant when they enter the college. The college's efforts to provide an inclusive environment are reflected in its admission policy, which aims to admit students from diverse socio-economic and geographical backgrounds. Additionally, the college conducts awareness programs, rallies and guest lectures under placement cell to sensitize students and staff about cultural, regional, linguistic, communal, and socio-economic diversities. The Women's Cell, Anti-Sexual Harassment Committee, Legal Literacy Cell and NSS, units work diligently to organize awareness programs about various women's issues. Teachers also engage students in discussions about the importance of tolerance and harmony for the broader development of society. The college administration implements welfare measures such as scholarships and reserved seats for students from socio-economically weaker sections. The college functions with a deep-rooted harmony, where teachers and the administration work with students to create an outstanding environment for inclusive growth.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

Our college is recognized for its role in promoting good governance and democracy. It upholds constitutional obligations and fosters social commitment and exemplary leadership in students.

Initiatives for sensitization to rights, duties and inculcating values:

1. Respect to National Flag, National anthem, Symbol of India freedom struggle and national integrity: National flag is hoisted on Independence Day and republic day. World No Tobacco Day, Environmental day, Anti-terrorism Day, International Yoga day, Budh Purnima, World Malaria Day, Dr. Br. Ambedker Jayanti, Guru Gobind Singh Jayanti, Earth day's are celebrated.

2. **Service to the Nation:** The NSS unit promotes selfless community service with the motto "Not Me but You."
3. **Environmental preservation:** Students participate in tree planting and Swachh Bharat Abhiyan, promoting local tree planting. Additionally, our college organizes the "Prabhat Pheri" program to raise awareness about the harmful effects of burning paddy straw.
4. **Developing ethical and scientific approach:** Science exhibition is organize every year to discover the need of society and new discoveries.
5. **Cultural harmony:** The college celebrates major cultural and religious festivals, organizes Akhand Path yearly, and hosts cultural events where students of different backgrounds participate.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

The college organizes number of activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion. National flag is hoisted on Independence Day and republic day. Our college organizes World No Tobacco Day, Environmental day, Anti-terrorism Day, International Yoga day, World Malaria Day, Mahatma buddha Jayanti, Dr. B. R. Ambedker Jayanti, Guru Gobind Singh Jayanti, Guru teg bahadur Jayanti, First aid program under Red cross society, NSS day, Women day, Aids Diwas, Indian Constitution Day, Voter day, Baisakhi, Environment awareness week, TB prevention and control program, International Terrorism Day, World Environment day, Mahaparinirvan Diwas, Budh Purnima . Nasha Mukti Abhiyan are celebrated. Women cell of the organized an essay writing competition on Balanced diet, Mehendi Rachao competition, women empowerment and awareness program, Rangoli competition, kavya patha competition, Speech competition on Beti bacho-beti padao, Environment pollution and dowry system. Our college organized lecture on Carrier opportunity in Computer science, Haryana general awarence quiz competition, Lecture on entrepreneur ship in India, employment in Science stream and contribution of mathematics in our daily life under placement cell and various events on Talent search competition.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Format for Presentation of Best Practices

(Institution should submit the Best Practices in this format only)

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice? (in about 20 words)

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice? (in about 30 words)

4. The Practice

Describe the best practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced? (in about 50 words)

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 40 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 30 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 30 words).

Any other information regarding Institutional Values and Best Practices which the institution would like to include.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Discipline and Inculcation of moral values

Discipline is the medium of instruction in our college. From its establishment in 1999, maintaining discipline has been foremost area of work. Being a co-education college, it was ambition of the founders of the college to mould young girls into a disciplined, upright and empowered women of the modern times. Students are not allowed to go out of college without prior permission before 12:30 p.m. The gate is closed and a watchman sits there. Mobiles are not allowed for personal use. In case of emergency, students can use them with prior permission of teachers college has permitted students to use landline phones of the college office, if required. Teachers are put on proctorial duties to watch any untoward activity in the college campus. As a result of this strict watch, maximum numbers of student attend classes. If a student does not attend class for more than 7 days or is irregular, her parents are informed by mentor of the girl. In case of low marks and any other uncalled for activity also parents are informed by the concerned teacher or by the mentor of the student. Mentors have maintained registers of their mentees that have full information regarding their family, their address and other relevant information. The mentees are asked to meet their mentor daily for attendance. Inculcating moral values

goes along with maintaining discipline. Maximum numbers of student come to college from rural areas and are from the poor families.

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

7.3.2 - Plan of action for the next academic year

The IQAC cell, college administration, teaching faculty, and non-teaching personnel of Khalsa Tri-Shatabadi Govt. College, Ratia collaborate to attain new qualitative standards for the efficient operation of the college. The IQAC cell of the college is consistently monitoring future plans for the upcoming academic session, utilising feedback from students, faculty, parents, alumni, and other stakeholders. The college teachers will use enhanced teaching-learning methods, co-curricular and extracurricular activities, as well as extension and research programs, while upholding esteemed traditions of the state. Different subject societies will organise activities to enhance the personality development of the students. The conservation of college resources will be optimised. A greater number of books will be incorporated into the college library. Cleanliness and hygiene standards will be upheld in the classrooms and college premises. Multiple committees will coordinate activities and extension lectures for the students. Regular sanitisation of the college building will occur, and there will be sufficient soap and sanitiser dispensers available. Continuous 24/7 monitoring will be implemented with augmented CCTV camera presence. To enhance the efficiency of college operations, the administration will implement more e-governance initiatives, utilising the maximum possible e-tools and resources provided by the Government of Haryana and the Higher Education Department.