Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**H. L. G. GOVERNMENT COLLEGE TAURU**
Name of the head of the Institution	**Sh. Ajay Chauhan**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**09466254949**
Mobile no.	**8569808263**
Registered Email	**govt.gctauru@gmail.com**
Alternate Email	**ramesh4702007@gmail.com**
Address	**H.L.G. Govt. College Tauru, Bawla Road Tehsil- Tauru, Dist. Nuh (Haryana)**
City/Town	**TAURU**
State/UT	**Haryana**
Pincode	**122105**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Smt. Sidhanshu**
Phone no/Alternate Phone no.	**09416690037**
Mobile no.	**9812264067**
Registered Email	**govt.gctauru@gmail.com**
Alternate Email	**rishikumarjoon@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.hlggctauru.ac.in/images/100/MultipleFiles/File13179.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.hlggctauru.ac.in/images/100/MultipleFiles/File12962.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**0**	**2003**	**21-Mar-2003**	**20-Mar-2008**
2	**C**	**1.92**	**2015**	**14-Sep-2015**	**13-Sep-2020**

6. Date of Establishment of IQAC	**23-Jul-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Bus Service for girls	18-Apr-2017 1	50
Subscription of Eleven Journals	10-Oct-2016 1	331
Two mpbs lease line	30-Aug-2016 1	331
New Course M.A.Geog.	01-Jul-2016 1	40
Lesson Plan	15-Jul-2016 1	331
Feed Back from Students	24-Mar-2017 1	60
Meeting of IQAC	09-Mar-2017 1	5
Meeting of IQAC	22-Sep-2016 1	6
Meeting of IQAC	06-Jul-2016 1	5
Meeting of IQAC	01-Jul-2016 1	6

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Director Higher Education Haryana	Library Grant	State of Haryana	2016 365	150000
Director Higher Education Haryana	Sports	State of Haryana	2016 365	70000
Director Higher Education Haryana	Lab Augmentation	State of Haryana	2016 365	100000
Director Higher Education Haryana	Culture Activity	State of Haryana	2016 365	30000
Director Higher Education Haryana	Earn While You Learn	State of Haryana	2016 365	700000
Director Higher Education Haryana	Placement Cell	State of Haryana	2016 365	51000
Director Higher	Women Cell	State of	2016	800000

Education Haryana		Haryana	365	
Director Higher Education Haryana	Special Component Plan for SC Students	State of Haryana	2016 365	828000
Director Higher Education Haryana	Free Books for SC Students	State of Haryana	2016 365	138000
Director Higher Education Haryana	Material Supplier	State Haryana	2016 365	194263
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Due to the efforts made by IQAC of the college , a bus service was started for the girls students of the college as the students found it difficult to reach college in time due to the lack of public transport . 2. Online admission were started for the comfort of admission seekers . 3. Meetings of Public Coordination Committee were held during the session for a better liaison among the different stake holders of the college, Including the district administration. 4.The teachers were asked to prepare lesson plan for the better execution of teaching learning process. 5. Several awareness drives, including Run for Fun for National Unity, World Environment Day Celebration etc, were conducted during the session for the benefit of students as well as the society in general.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation of Academic Calendar	Academic Calendar for the session was prepared and put on the notice board in compliance with the Academic Calendar prepared by affiliating university to ensure maximum teaching days each semester.
Enviroment protection	The college organised a tree plantation drive to make the campus greener and also to spread enviromental awarness among the students.
Blood Donation	In the month of July students and the members of teaching satff donated blood in the blood doantion camp at Sr. Sec. School Tauru as a part of the plan to reach out to society.
Earn while You Learn programme	In order to help the needy and meritorious students, the college employed some students under the Earn while You Learn scheme on part time basis to help them financially as well as to give them valuable work experience.
Subscription of Journals	The college subscribed to eleven journals for the benefit of students and the staff.
Job oriented programmes	The students participated in the Job Mela at DGC Gurgaon in the month of February.
Extension Lectures	Women Cell of the college organised extension lectures on the topic like Time Managemnet & Act of Healing in the month of January. Dr. Parul Mittal delivered a lecture on Personality Development. Another lecture on the topic Women Rights under Criminial Law & Domestic Violence.
Girls students awarness programme	As per the plan of action, various activities were organised by the woemn cell of the college. A five day Art & Craft workshop was held in the monthe of September. Besides this, a seven day cooking workshop was conducted in the month of September.
Organization of cultural acitivities.	Various cultural activities were organised during the session not only to search the hidden talent among the students but also to provide them a stage for the realization and development of their telant. Students participated in Zonal Youth Festival at GC Jatauli Haily Mandi in the month of October. Students also participated in

	Inter College Cultural Competition at GC Sidhrawali. An Inter College Fine Arts Competition was organised in the college in November.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Council	14-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2017**
Date of Submission	**13-Jan-2017**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our college has affiliation with M.D. University, Rohtak and strictly follows its instructions. We also act upon the guidelines issued by the Director General Higher Education, Haryana. Our college has two semesters in one academic session and we adopt the mechanism for effective delivery of curriculum accordingly. Following is the mechanism for effective delivery of curriculum in our institution. Odd semester begins on the 1st July of each year and admissions schedule is made clear to all members of teaching staff in the meeting convened by the Principal at the beginning of the session. Time tables of all streams are framed. Syllabus of each stream is displayed on the notice boards. Lesson plans are prepared to cover the syllabus in time. Class tests are held in the month of October and November to assess the academic progress of the students. Students are asked to prepare assignments on the given topics and attendance of students is regularly marked. Group discussions are arranged in the classrooms to motivate students to do better in future. Slow learners get special attention from the teachers and they are taken care of in a friendly manner. Hard topics are made interesting by citing examples from books of eminent academicians. Group discussions are held for comprehensive and exhaustive study of a topic. Inter class quiz contests, based on syllabus, are also held. General Quiz contests based on General knowledge of current topics

are also held. Essay competition of students of all streams is also held once in a semester. We use models and charts, chalk and blackboard in classrooms. Teachers distribute class notes to the students. Practical classes are effectively held in the subject of Geography. Educational tours of boys and girls of each stream are also organized to hill stations and historical places. The college arranges special talks of academicians for motivation of students. Library also provides good facility to students. They can read books, newspapers, magazines etc. in their vacant periods. Computer labs imparts basic knowledge of computer and English language lab teaches them soft skill and transcriptions. Our college follows the schedule of M.D. University for semester and annual examinations. We conduct examination as per the guidelines of M.D. University, Rohtak.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	14/02/2017	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Geography	03/06/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Geography	03/06/2016

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	28	2

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Awareness Programme Level I	16/07/2016	95
Computer Awareness Programme Level II	16/07/2016	38
Computer Awareness Programme Level III	16/07/2016	39
Soft Skill Level I	16/07/2016	95
Soft Skill Level II	16/07/2016	23
Soft Skill Level III	16/07/2016	26
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

A questionnaire containing many questions related to our college administration, teaching-learning process, students' performance, their behaviour, teachers' methodology, their attitude towards students etc. was distributed to students to seek their responses. Questions related to assignments, cleanliness and attendance were also put in the questionnaire. Their responses were also sought regarding ragging, women safety, cleanliness of college campus and availability of net and Wi-Fi in the college. After analyzing the responses of the students, we found that their responses were positive to a large extent. Their general opinion was that teachers' attitude in the classrooms has been friendly and they help the students to develop self-confidence. They could easily approach teachers in their free time to clear their doubts. Teachers also made the topic interesting for a better understanding of the concept. Students' responses reflected that teachers maintained egalitarian attitude towards all students despite the fact that learners level of understanding is different. They had been kind, compassionate, humble and forgiving in the classrooms and outside the classrooms. Our teachers willingly shared emotions and feelings with the students. The students also responded that they got education in a very healthy environment. There was no problem of ragging in the institution. Attendance was regularly marked and assignments were given to students once in a semester. Two class tests were taken by the students in a semester. There was no problem of electricity and girls safety was managed on priority basis. Students always found the college campus quite clean with beautiful green parks, tree and plants. There was no problem of electricity in the college. Washrooms and toilets were regularly-washed and cleaned. An effective teacher believes that every student can learn and progress in any field. Teachers always encourage students to excel in different wakes of life.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Post Graduation	40	48	28
BCom	Graduation	80	80	63

BA	Graduation	300	100	95

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	331	28	6	0	1

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
14	14	5	3	3	3

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a mentoring system in the form of tutorial groups. As a part of annual Committees, a tutorial board was also constituted at the very beginning of the session. The tutorial board had five members including Sh. Rishi Kumar, Assistant Prof. of History, who headed the board as its convener. All the students of the college were divided into different tutorial groups according to their classes. All the members of teaching staff were appointed as tutors of the different groups. Tutorials meetings were held during the session, especially to celebrate important days and occasions like Teachers Day. These meetings were held to give individual attention to students. Students feel free to share their problems with the tutor and seek advice on any topic related to their academic career and professional choices as well as difficulties faced inside and outside the college. The tutorials also provide the students with an opportunity to find out their hidden talent and give an expression to their creative embellishments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
331	6	1:55

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
13	6	7	0	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Nil	Assistant	Nil

		Professor	
2017	Nil	Assistant Professor	Nil

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	00	Semester-1	23/12/2016	23/03/2017
BCom	00	Semester-5	05/12/2016	07/03/2017
BCom	00	Semester-3	06/12/2016	10/03/2017
BA	00	Semester-6	10/05/2017	25/06/2017
BCom	00	Semester-6	09/05/2017	27/06/2017
MA	00	Semester-2	22/05/2017	25/06/2017
BA	00	Semester-1	15/12/2016	30/03/2017
BA	00	Semester-3	14/12/2016	22/03/2017
BA	00	Semester-5	13/12/2016	22/03/2017
BCom	00	Semester-1	09/12/2016	07/03/2017

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level H.L.G. Govt. College follows the instructions of M.D. University, Rohtak in particular and govt. of Haryana Higher Education department in general. M.D. University issues instructions to colleges from time to time for continuous internal evaluation of students. We have semester system in our College and the session is divided in to odd and even semesters. The institution adopts following methodology to assess the potential of the students Attendance: - Attendance of students is regularly marked students are encouraged to attend their classes. Time table of each stream is displayed on the time table and every student is directed to note down it. Group discussion: - We try our level best is making hard topics interesting so that the concept may be made clean to students. We treat every student equally in a friendly manner. Weak students are not rebuked by harsh word but are stimulated to perform better in the group discussion. We provide them a platform so that they can expose their hidden talent and potential without hesitation teachers are there with them in the classroom to solve any problem on the spot. Quiz Contest: - Quiz contest and group discussion are best plate form for continuous evaluation of students. General Quiz contests are hard in the College. The Questions are related nearly all subjects of all streams, general knowledge current affairs and world economy to motivate them for a bright future. Assignments and class tests: - two class tests and one assignment in each semester are given to students to know their academic progress their answer sheets are shown to students. Their mistakes are pointed out without hurting their emotions internal marks are awarded to every student on the basic of class tests, assignments and attendance.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250

words)

> 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters At the beginning of the session, Principal of the college convenes a meeting of teaching staff and issues all necessary instruction related to academic calendar of the institution. We obey all the directive of M.D. University, Rohtak all the college under this University have semester system. In one academic session, we have two semesters odd and even. The college odd semester begins from 1st July and ends on 31st December. The even semester starts from 1st January and ends till the examinations are over i.e. 31st May. Admissions of students last for 15th July. Then timetable of all streams are framed and displayed on the notice board. Syllabi of every stream are also displayed on the notice board. Students are informed of the class tests and assignments. Special talks by learned professors are arranged to motivate students. Teaching work is effectively cared out as per the lesson plans. Annual examinations are held under the guidelines of M.D. University, Rohtak. Date-sheet of examinations of all streams is released by the University. We follow the directions of the above-said University regarding internal assessment marks. These marks are awarded to students on the basis of their performance in class tests, assignments and attendance in the College/Classrooms. We have a good library where there is an arrangement of separate reading rooms for boys and girls where they can read magazines, book and newspapers in their vacant periods education ovals tours of students of all streams are also conducted as per the guidelines issued by the Director General Higher Education, Haryana special grant is released for this purpose.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.hlggctauru.ac.in/images/100/MultipleFiles/File18690.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	BCom	no	33	7	21.21
00	BA	no	33	3	9.09
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.hlggctauru.ac.in/images/100/MultipleFiles/File13901.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	30/06/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	08/03/2017	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	26/04/2017

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	0	0
International	Nil	0	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2017	0	NIL	0
NIL	NIL	NIL	2016	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2017	0	0	NIL
NIL	NIL	NIL	2016	0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	16	1	0
Presented papers	7	15	0	0
Resource persons	0	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation Programme	NSS Unit H.L.G. Govt. College, Tauru	5	60

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Road Safety Programme	NSS Unit H.L.G. Govt. College, Tauru	Road Safety week Celebrated with Lecture on Road Safety	2	65
AIDS Awareness Programme	NSS Unit H.L.G. Govt. College, Tauru	Film shown on HIV/AIDS	8	80
One day Camp	NSS Unit	one day camp	1	90

	H.L.G. Govt. College, Tauru	NSS			
One day Camp	NSS Unit H.L.G. Govt. College, Tauru	one day camp NSS	1		68

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	01/07/2016	30/06/2017	00

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	15/02/2017	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3168617	2662011

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing

Laboratories	Existing
Campus Area	Existing
Class rooms	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul Software	Partially	2.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8915	957458	325	112830	9240	1070288
Reference Books	499	80716	13	4754	512	85470
Journals	2	5000	11	37260	13	42260
CD & Video	93	0	0	0	93	0
Library Automation	1	89292	0	0	1	89292
Weeding (hard & soft)	69	3947	36	4986	105	8933

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/07/2016

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	95	3	2	8	3	0	0	2	0
Added	0	0	0	0	0	0	0	0	0
Total	95	3	2	8	3	0	0	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	http://www.hlggctauru.ac.in

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2599354	2495467	569263	557388

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

H.L.G Govt. College Tauru makes all necessary arrangements for the maintenance and utilization of physical, academic and support facilities. At the very beginning of an academic session various committees are formed to look after these aspects. Geography labs, language lab and all computer labs are kept in proper shape with the help of the lab attendants and instructors appointed for this purpose. Besides this, the head of concerned departments keep an eye on the proper upkeep of the laboratories. Whenever there arises a need for same service or equipment it is brought to the notice of the Principal who issues necessary instructions and orders, and also forms committees if required to do the needful. Library is an important organ of the institution. Every year books and equipments are purchased keeping in view the need of the students. To promote newspaper reading among the students and to make them aware citizens, the college has subscribed to English and Hindi newspapers. The library committee of the college is also constituted at the very beginning of the session to improve facilities in every possible way and help the students with quality reading material. A sports committee is also formed which looks after the playground, equipment and sports activities. The playground remains available to the students ever before and after the college hours. The beautiful playground of the college has been successful in creating a sporting culture in the nearby villages as the youth from the neighboring area can make use of the playground for sports related activities in the evening. Keeping in view the strength of the college, there is a good member of computers in the college. Students and staff have access to computers and internet in the computer labs. Besides this, the college offers a certificate course in computer subject to every students of the college which is a very good development in this rural and backward part of the state. Though the college requires some more classrooms, yet the present number of classrooms is not completely inadequate. The classrooms have enough number of desks and other furniture. There is a Dilapidation Committee in the college which keeps an eye on the health of classrooms and the furniture. In addition on this all, there is a provision according to which the college can from special committees to undertake and carry out a task if there arises a need for it during the session.

http://www.hlggctauru.ac.in/images/100/MultipleFiles/File11654.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**PFMS Regarding (97) Providing free Books and Consolidated Stipend Scheme for welfare of SC Students the**	**66**	**924000**
Financial Support from Other Sources			
a) National	**0**	**0**	**0**
b)International	**0**	**0**	**0**
[View File](#)			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language Lab	**23/07/2016**	**144**	**Dept. of Higher Education**
[View File](#)			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	**competitive examinations and career counseling**	**207**	**200**	**0**	**0**
[View File](#)					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	**0**	**0**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	**0**	**0**	**DGC**	**7**	**0**

			Gurugram		
			View File		

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	11	H.L.G.GOVT. COLLEGE TAURU	B.A-7 B.COM-4	H.L.G Govt College Tauru(3) D.S.D College Gurgaon (2) M.D.U Rohtak(2) Kishan Education College(1) Nirankari Baba Gurbachan College Sohana (1) R.R. College Alwar-(1) Agra College Agra (1)	M.A. GEOGRAPHY -3 M.A HISTORY -3 M.COM -3 B.ED.-1 L.L.B-1
			View File		

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	College	90
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	NIL	National	Nill	Nill	NIL	NIL
			View File			

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization Participating Management: ? The institution has always followed the policy of decentralization and participative management. The Principal of the college conducts regular meetings of the teaching and non-teaching staff to discuss various issues and take collective decisions. ? Faculty members are given representation in different committees/cells and thus authorized to play active role in policy framing and decision making. ? For effective implementation of the policies framed by the college and also for the purpose of decentralization various committees like Sport Board, Library Committee, Women cell, NSS, Cultural, Placement cell etc. are formed which have the members of teaching staff as their members. These committees are headed b the senior members as conveners. ? The institution encourages participation of all stakeholders including teachers, students, parents and alumni through their invaluable suggestions and provide ample opportunity to all the staff members to involve in the college development process. .

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	? 3-day job fair programme 2017, held at DS Govt. College Gurugram on 20, 22, 23 Feb. 2017 under placement cell in which 7 students participated. ? Extension lecturers delivered by Dr. Mehander on 29.08.2016, Dr. Sukhbir Singh 02.09.2016, Dr. Karmbir on 02.09.2016 etc.
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure/ Instrumentation:- Our college library has quality study material for students. They read

	newspapers and prepare assignments and class work in their vacant periods. The college provides reading room also. The students also make preparation for the competitive examination to get job. Our college Library is furnished with 9752 books. At present we have 2 Desktop, 01 All-in-one Printer, barcode Scanner Internet facility for the benefit of the students. Soul software is used for bar coding and Automation of books. All books are automated. We are also trying our level best to make available the facility of ICT (Information Communication Technology) in our library to make services more effective towards fulfillment of academic requirement. Our college makes available useful magazines like Pratigoita Darpan, Samanya Gyan Darpan, Success Mirror, Pratiyogita Kiran, Competition Success Review, Bhugol or Aap, Hari Gandha, Aajkal, Kurukeshtra Yojna and Eleven Journal entitled 'Shodh Disha, EPW, Indian Journal of Economics and Development, World Focus, Indian Journal of Market Research Mkt. Technology, Indian Journal of Statistics and systems, Indian Journal of Management and Indian Business studies, Indian Journal of Lib. Automation, Indian Journal of Pol. Science, Indian Historical Review Higher Education for a bright future and successful career of our students.
Examination and Evaluation	College complements traditional written examination with debates, group discussions, quiz competitions etc.
Teaching and Learning	Academics is our focus. We build it as our competitive advantage. We have twofold system through which we monitor the academic activities. Head of the institution and Heads of the departments are the persons who monitor the smooth function of day-to-day academic activities.
Curriculum Development	The vision of the institution is to provide quality Higher Education to the students of rural area. ? To impart quality education to the students to give them life skills and equip them as the good citizens of this country . ? To provide value based education to bring out the best in them. ? To make the students self-reliant.
Research and Development	? The faculty members are encouraged

	to publish and present research papers in journals, national/international conferees/seminars. ? The college extends support to faculty to attend conferences, seminars and other faculty development programmes. ? Library, ICT physical infrastructure.
Human Resource Management	The human resource is the core strength of the institution. We have 35 staff members who include teaching and non-teaching members. All the faculty members are well qualified and experienced.
Admission of Students	1. Online Admission including online payment facility both at UG and PG level. 2. Online admissions are made on merit basis. 3. Strict observance of rules for admission on seats earmarked for reserved categories .

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	1. Online admission including online payment . 2. Automated library. 3. Bio-Metric Attendance 4. RR/CR of students 5.Internal and External marks of students.
Administration	1. The college is connected through high speed internet connectivity with 2 MBPS leased line. 2. Bio-Metric Attendance for all staff members. 3. Notice display system for students .
Finance and Accounts	Reception of salary fund from government through esalary.
Student Admission and Support	1. Online admission including online payment 2. One smart class room 3. One Edusat Room for students 4. One projector
Examination	1. The university examination forms are filled online and the details are submitted in both hard and soft copy. 2. Admit cards , confidential list , Cut list , date sheet are download from university website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NIL	NIL	NIL	0

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	NIL	NIL	01/07/2016	30/06/2017	Nill	Nill

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term Course	1	22/06/2017	28/06/2017	7

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	9	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS , Maternity leave , Medical Reimbursement, causal Leave, earn Leave	GIS , Maternity leave , Medical Reimbursement, causal Leave, earn Leave	Earn While You Learn, Free Books(2000 per annum), Stipend (SC 1000/- per month, P.M.S. Meritorious incentive scheme library , News Paper , Wi -Fi

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, Internal audit for the years 2014-15 to 2017-18 was carried out by Sh. Sanjeev Gulia, Section Officer and Sh. Manjeet Singh, auditor. The auditors for the internal financial audit of the college are deputed by the department of the Higher Education Haryana, Panchkula from time to time and college followed the guidance of department accordingly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	Yes	DHE

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.College called a meeting with parents, teachers and students 2.parents advised for buses for girls students and college taken a action for their suggestion. 3.A meeting with parents was organized by teachers reagarding law and order for girls specially

6.5.3 – Development programmes for support staff (at least three)

1. Wheat loan given to the class iv employees without interest. 2. Provision of refundable and non refundable GPF Advance. 3. Education Allowances for the schooling of children upto 12th.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Efforts were made to bring new courses to the college and the faculty of Geography was established in 2016-17 2. Efforts were made for better transport facilities to students. 3. Construction of a new teaching block was achieved.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Lesson Plan	15/07/2016	15/07/2016	30/04/2017	331
2017	Feed Back from Students	24/03/2017	24/03/2017	24/03/2017	60
2016	Subscriptions of Journals	10/10/2016	10/10/2016	30/06/2017	331

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
One week Work shop on cooking	16/09/2016	24/09/2016	50	0
An Extension lecture was delivered in the college by Dr. Natasha	09/09/2016	09/09/2016	45	35
Dr. Parul mital Assistant Professor of Commerce delivered an extension lecture on Personality Development	25/01/2017	25/01/2017	35	20
Ms. Kajal Assistant Professor of Law centre - II of Delhi University delivered a lecture on women Rights	28/01/2017	28/01/2017	50	10
An Inter college fine arts competition was organized	07/11/2016	07/11/2016	20	3

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
2700 kwh annual lighting was being met through LED bulbs

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	20

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	29/08/2	1	An	Remembe	45

			016		Extension lectue by Dr. Mehender of Govt. College Palwal Remembering historical fact and competitive examination	ring historical facts and competitive examination	
2016	2	2	29/08/2016	1	An Extension lecture by Dr. J.P.S.chauhan	Geography Subject and employment	50
2016	3	3	29/08/2016	1	Sh. N.P.Singh	Essay writing role in competitive examination	20
2016	4	4	30/08/2016	1	Dr. Lalita (Assist Prof. Govt. College Sidhrawali Gurugram	Most Common error in English and English language possibilities in employment generation.	27
2016	5	5	09/09/2016	1	Dr. Shukhbir Singh (Assistant Prof. , Govt. College Faridabad	Preparation to facing Interview	50
2016	6	6	02/09/2016	1	Dr. Karamveer (Assio Prof) Govt. College Dronacharya Gurugram	Role of psychology in Interview	50
2016	7	7	02/09/2016	1	Sh. Divesh (A	Role of health in	55

2016	8	8	09/09/2016	1	Oral communication and personality development	Oral communication and personality development.	60
						ssistant Prof. in physical education) govt college Sidhrawali Gurugram	the mental development	
2016	9	9	02/09/2016	1	Dr. Bhudev (Retd. Assoc Prof.)	Hindi grammer and competitive examination	50

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Education Code	01/01/2016	This important book on Education Code comprising all rules and regulations financial as well as administrative is available in the college library for the reference of students as well as teachers. This contains in detail the duties and responsibilities of teachers and all the service rules applicable to them. This is available to guide administrators, teachers as well as students as and when needed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Hindi Diwas was celebrated in the college	14/09/2016	14/09/2016	45
Art and Craft Workshop was organized in the college	06/09/2016	10/09/2017	55
Dr. Sidhanshu incharge women cell organized a	07/09/2016	07/09/2016	27

Rangoli, Mehandi College and Painting competition in the college				
[View File]()				

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives taken by the college to make campus eco-friendly The students were motivated to use bicycles for commuting to college and the girl students were provided free bus service by the college. The campus was made plastic free more green and having the facility of rain water harvesting. The paper was being used to bare minimum.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The rural students of the college were provided access to ICT learning and this aspect was consolidated further. ICT was made integral to teaching learning interaction. Digital white boards were introduced by replacing chalk boards in selected places. This was done to incorporate among students higher level thinking skills, provide creative individualized options to express their understandings and equip them to deal with ongoing technological changes in the society. 2.The most important boost to the college academic field was the running of M.A. Geography classes. The college got a boost from the Undergraduate one to the level of Post-graduate one. This was done in order to provide the students of this backward area access to higher education at doorstep. This could be possible only because of creation of a new science block in the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://hlggctauru.ac.in/images/100/MultipleFiles/File13108.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The overall environment of the college was buzzing with a lot of excitement and activity be it curricular or extra –curricular activities. The status of the college got a boost with the inclusion of first P.G. course in the college, the initiation of ICT learning, the organizing of so many cultural activities at the inter college level and the inter college ones. The women cell of the college, the NSS wing of the college and the cultural committees of the college were all very active. The students of the college got access to new vistas and their horizon got wider. They became more confident as the academic environment became more friendly in the midst of lush green campus. The institution got the status of a reputed college of the whole Mewat region. The students of the college were taken to historical places on education tours and were made to compete with the students of other colleges in inter college competitions organized by other colleges. This journey was quite strenuous but at the same rewarding and satisfying.

Provide the weblink of the institution
http://hlggctauru.ac.in/images/100/MultipleFiles/File13106.pdf

8.Future Plans of Actions for Next Academic Year

Future Plans of Actions for Next Academic Year 2017-18 The last 1-2 sessions were highly fruitful and satisfying in the sense that the college witnessed the launching of P.G. Classes in the subject of Geography and the creation of a fully renovated playground for the college students. Thus made more rich the college now with full enthusiasm and optimism looks forward for the launching of science stream in the college in under-graduate classes. The New sciece wing is available for doing so with its spacious rooms and labs. The department of Higher Education, Haryana and the M.D.University, Rohtak is to be tapped for doing so. The college is to be made more eco -friendly by providing it renewable energy resource like solar electricity. This is be seriously pursued with higher authorities, i.e. the local administration and the Department. There is a need of more rain water harvesting channels in the college so that the rain is preserved to it's optimum level. The shortage of staff is to be dealt with so that no class goes unmet. The college canteen is be provided to the students and staff. The college library is to be made digital e-library so that the students could get access to e-resources. The ICT learning is to be strengthened further. The college is to be made green and beautiful by planting more saplings. The old arts block of the college building is in need of repair and the task is to be achieved by drawing the attention of the Department towards it.