



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		Rajiv Gandhi Government College, Saha
• Name of the Head of the institution	Renu Rishi	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	09416110550	
• Mobile No:	09416652766	
• Registered e-mail	rggcsaha2006@gmail.com	
• Alternate e-mail	rggcsaha2006@gmail.com	
• Address	Rajiv Gandhi Government College, Saha, District Ambala, Haryana	
• City/Town	Ambala	
• State/UT	Haryana	
• Pin Code	133104	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated College	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Kurukshetra University Kurukshetra				
• Name of the IQAC Coordinator	Ritu Sharma				
• Phone No.	09416652766				
• Alternate phone No.	09416110550				
• Mobile	09416652766				
• IQAC e-mail address	ritusharma5311@gmail.com				
• Alternate e-mail address	ritusharma5311@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)					
4.Whether Academic Calendar prepared during the year?					
Yes					
• if yes, whether it is uploaded in the Institutional website Web link:					
https://gcsaha.ac.in/images/3/MultipleFiles/File27635.pdf					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.58	2024	14/03/2024	13/03/2029
6.Date of Establishment of IQAC			31/07/2015		
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	
Rajiv Gandhi Govt. College, Saha (Ambala)	Various Government Grants	State Government of Haryana	2023-2024	94,92,241	
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	4
<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 	No File Uploaded
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"> • Regular meetings of Internal Quality Assurance Cell • Feedback collected, analyzed and used for improvements • Report and Data submission to statutory bodies. • Successful implementation of NEP-2020 • Introduction of new courses. • Proposed plan for additional construction/ repair in the College premises etc. 	
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
<p>With reference to the Five year Institutional/ Strategic Development Plan 2022-2027, the proposed Strategic plan of Internal Quality Assurance Cell for the session 2023-24 is as under: - 1) To submit IIQA (Institutional Information for Quality Assessment) for the NAAC cycle-1 and to get the accreditation with UGC- NAAC for cycle-1. 2) To conduct the Academic & Administrative Audit (AAA) as per the directions of the Hon'ble Director General Higher Education, Haryana. 3) To organize an Orientation program for the newly admitted students in the first week of August 2023. 4) Cultural programs - Talent search & Jhankar Utsav functions are to be organize in the month of September 2023 & Feb 2024 to look for the cultural talent among the students. 5) An Alumni meet to be organized in the month of September, 2023. 6) To fulfill the essential condition of NEP-2020, the Mid- Term Examinations will be organized in the third week of October 2023. 7) Meetings with the all Heads of Departments will be arranged on monthly basis to discuss the performance and need of other corrective actions required to improve the performance of the students. 8) Various Curricular activities will be organized as per the proposed activity plan submitted by all the Departments. 9) A Training program/ workshop &</p>	<p>With reference to the Five year Institutional/ Strategic Development Plan 2022-2027, the Action Taken Report of Proposed Strategic plan of Internal Quality Assurance Cell for the session 2023-24 is as under: - 1. As planned, Rajiv Gandhi Govt. College, Saha got accredited with UGC- NAAC with B+ Grade and 2.58 CGPA. 2. As per the directions of the Hon'ble Director General Higher Education, Haryana, Academic & Administrative Audit (AAA) got successfully conducted by the nominees of Kurukshetra University, Kurukshetra and worthy DGHE, Haryana on 16-04-2024. 3. Orientation program for the newly admitted students got conducted on 14 August, 2023. 4. The Mid- Term Examinations , as an essential condition of NEP- 2020 got conducted in October, 2023. 5. Meeting with all Heads of the Departments were held during the year and progress report was taken by the Principal time to time regarding students' performance. 6. Co-Curricular activities were got conducted by all departments/ committees/ cells as per their plan throughout the year. 7. Various workshops and extension lecturers were conducted by the Placement Cell and Entrepreneurship development cell. 8. Recruitment of NSS volunteers and NCC cadets were completed as per the guidelines received time to time. 9. Many</p>

<p>Extension Lectures will be organized under the Placement Cell of the College to increase the knowledge of the students</p> <p>10) Recruitment of new students as NSS volunteers & NCC Cadets will be completed under the NSS and NCC of the college.</p> <p>11) Seven Days Camp and one day camps will be organized under NSS as per the guidelines of Kurukshetra University, Kurukshetra.</p> <p>12) Mentors Classes will be organized twice in each month for the mentoring of students.</p> <p>13) A Blood donation camp will be organized under Red Cross society of the College.</p> <p>14) A Health Check-up/ Anemia Checkup camp, Self- Defense workshop, Extension lectures on health & hygiene for girl students and various competitions will be organized under the Women Cell of the College.</p> <p>15) It is decided to celebrate days of National Importance to spread sense of Patriotism among students.</p> <p>16) Yoga & Meditation camps and Annual Athletic meet will be organized in the month of Feb-March 2024 .</p> <p>17) Intra- mural and Extra -mural sports activities will also be organized/ facilitate for the students during the session 2023-24.</p> <p>18) A College level Science Exhibition will be organized.</p>	<p>one day and seven days NSS camps were conducted in campus and out campus during the year.</p> <p>10. Blood Donation and Health check up camp was organized during the year.</p> <p>11. Yoga/ Meditation Camp and Annual Athletic meet was organized during the year.</p> <p>12. All important days of were celebrated in campus to promote the sense of patriotism among the students.</p> <p>13. Students were sent to participate in Intra Mural and Extra mural sports activities organized at Sports Complex Kurukshetra University, Kurukshetra.</p> <p>14. College level Science Exhibition got conducted during the session 2023-24.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>No</p>
<p>• Name of the statutory body</p>	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	26/02/2024

15. Multidisciplinary / interdisciplinary

In view of the National Education Policy, 2020, vision of Rajiv Gandhi Government College, Saha (Ambala) is to impart multidisciplinary quality education to the students along with requisite life skills for their holistic development. The New Education Policy, 2020 aims to integrate all the areas of education into one. This policy creates no difference between the arts stream and science stream. Any student can choose subjects of their choice from any stream. This policy has suggested the multidisciplinary curriculum for the students that include the subjects of humanities, commerce, science, health and fitness, sports, moral values/ ethics and arts and crafts. Rajiv Gandhi Government College, Saha (Ambala) is affiliated with Kurukshetra University, Kurukshetra. The University has implemented National Education Policy 2020 in the affiliated Colleges w.e.f. the session 2023-2024. The flexible and creative curriculum prescribed by Kurukshetra University follows all the guidelines of NEP-2020. By following multidisciplinary approach under the NEP-2020, students enrolled in first year of Undergraduate courses are studying subjects of other streams also in addition to their compulsory prescribed subjects. The College is running 04 undergraduate programs i.e., B.A., B. Com, B.Sc.- Non- Medical and B.Sc.- Life sciences. Under NEP-2020, students enrolled in B.A.- First year are studying Mathematics and Physics as a subject under multi-disciplinary course. Students of B.Sc.- first year are studying Economics and Political science as a subject under multi-disciplinary course and students of B.Com. are studying Physics as a subject under multi-disciplinary course. The multidisciplinary approach of education system is essential in development of students, in which they can learn subjects of science, mathematics, technology with ethics, moral values, dance, drama and social subjects.

16. Academic bank of credits (ABC):

According to the National Education Policy, 2020, Academic Bank of Credits system will be applicable to the students enrolled in

various colleges and universities in India. The Academic Bank of Credit system is the digital storehouse of information related to the Credits earned by the students enrolled under any particular course. Under this system, students will be able to open their accounts and can select multiple entry and exits during their higher education journey and their earned credits will be transferred under ABC system. As the session 2023-2024 of the Rajiv Gandhi Government College, Saha (Ambala), is the first year of implementation of NEP-2020, the ABC-Ids (Academic Bank of Credits Identification Accounts) of each student enrolled under all the four under-graduate courses have been duly generated. Students have been made aware about the system of Academic bank of credit account, its benefit and relevance in their study period through regular college notices and mentor classes.

17.Skill development:

The National Education Policy, 2020 aims to develop the skill-centric approach, critical thinking and problem-solving skills among the students. The policy believes that only academic knowledge gained by the student is not sufficient to become successful in their life. Communication skills, critical thinking, problem solving and digital literacy are also required for promising employment and entrepreneurship. Rajiv Gandhi Government College, Saha is running four undergraduate courses and two postgraduate courses. By following all the guidelines of NEP-2020 and of affiliating Kurukshetra University, arrangements for mandatory Internships/ Vocational Training of each enrolled student have been made. Village Saha is declared as Industrial Growth Center by Government of Haryana for the development of local industries. There are many industries near Rajiv Gandhi Government College, Saha. The college will make the arrangements for Vocational training and internships of their students by signing MOUs with these local industries. The vocational Training/ internships programs will enhance the skills of the students. The skill development approach will benefit the students to acquire the knowledge related to industry specific so that the students can transform themselves into a trained workforce. The role of National Education Policy, 2020 in skill development is to prepare a generation of trained and skilled students who can face the challenges of modern world and grab the opportunities available in their future. Beside this, every student is learning moral values and ethics under the value-added course as per NEP-2020. The faculty of this college is trying its best to improve communication skills of each student by teaching English, Hindi, Sanskrit and Punjabi.

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

Rajiv Gandhi Government College, Saha (Ambala) has taken all the necessary steps to follow the Indian Knowledge System through the curriculum prescribed by Kurukshetra University, Kurukshetra. As per NEP-2020, affiliating Kurukshetra University, Kurukshetra has ensured in its prescribed curriculum that every undergraduate program and postgraduate program must include the component of Indian Knowledge system. NEP-2020 recommends the use of mother language in the education system. As the regional languages of this area are Hindi and Punjabi, both these languages are taught in the College. In addition to these languages, students are offered Sanskrit also in their B.A. course. In order to increase the Gross Enrollment Ratio of the students in college, all the undergraduate and postgraduate courses are taught in local/regional language. Cultural awareness and expression among the students are done by implementing well-defined curriculum and by organizing tours of students to different parts of the Haryana. The college has made its best efforts to make the students aware about the rich culture of Haryana- the land of braves and Mahabharata- where Lord Krishna gave Gita Updesh. Gita Mahotsav is celebrated every year through various activities. Knowledge of the culture and Indian languages is also shared with the students through web based/online recorded videos of the people conversing in local languages and telling stories and recorded videos of regional dance and singing in local language. Various cultural programs are organized in the college, in which the students are motivated to prepare dance and singing in the regional language of Haryana. Videos and photographs are uploaded on the college website. Various skits and Nukkad- Natak are also prepared to promote local culture and regional language.

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

Outcome Based Education is an educational approach based on student-centric teaching and learning methodology. In the Outcome- Based Education, the course delivery and curriculum assessment are planned to achieve the objectives/outcomes. This approach basically focuses on measuring students' performance/ results at different intervals. Under the guidelines and directions received from Kurukshetra University, Kurukshetra, Rajiv Gandhi Government College, Saha has implemented the National Education Policy w.e.f. the session 2023-2024.To achieve the objective of Outcome- Based Education (OBE), Rajiv Gandhi Govt College, Saha has followed the criteria of assessment of students, as fixed by Kurukshetra University, Kurukshetra. The assessment criteria include Mid-term Examination, Presentation and two assignments submitted by the students. The college has organized the mid-term examination for the performance evaluation of the students. On the basis of performance of the

students, slow learners and fast learners are identified. The faculty of the college are instructed to allocate extra time to improve the performance of the slow learners by organizing group discussions, presentations and other activities like quiz etc.

20.Distance education/online education:

Rajiv Gandhi Government College, Saha (Ambala) is affiliated with Kurukshetra University, Kurukshetra. This College is full time, co-educational, regular day college under Government of Haryana. All the Courses are running offline in regular mode. However, during COVID times the college made best efforts to provide the education to its students in online mode.

Extended Profile

1.Programme

1.1	272
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	306
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	248
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	267
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	32
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	32
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	33
4.2 Total expenditure excluding salary during the year (INR in lakhs)	185.57
4.3 Total number of computers on campus for academic purposes	112

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college has developed a comprehensive process for effective curriculum delivery:

- 1. Departmental Planning: Each department prepares an academic calendar prior to the start of the session, detailing class**

schedules, paper assignments, and syllabi distribution among faculty.

2. **Lesson Planning:** Faculty members create detailed lesson plans to ensure timely completion of the syllabus, including tentative dates for tests and assignment submissions.
3. **Use of ICT:** Faculty members are encouraged to utilize ICT resources available at the college to create e-content, aiding students in their learning.
4. **Library Support:** The college library is equipped internet facility enhancing the teaching and learning experience.
5. **Hands-On Learning:** The college organizes internships, projects, field visits, and educational trips to provide practical experience to students.
6. **Faculty Development:** Faculty members are regularly involved in research and faculty development programs to further their knowledge and skills.
7. **Mentor-Mentee System:** The college has a well-established mentor-mentee system, allowing faculty to closely monitor students and address their concerns.
8. **Feedback Collection:** An online feedback system is in place to gather suggestions from teachers, students, parents, and alumni for continuous curriculum improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27635.pdf

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

The College strictly follows the academic calendar provided by the University at the start of each session. This calendar outlines the schedule for teaching, semester breaks, examinations, and vacations. To ensure students are familiar with the academic schedule, the calendar is also included in the college's information brochure.

Additionally, the College develops its own calendar, detailing various academic, cultural, and sports activities planned for the session. Both the University and College calendars are prominently displayed on the college website. During the student orientation program, the principal and faculty members share information regarding these calendars.

Each faculty member prepares a detailed schedule encompassing lesson plans, test and assignment dates, and other relevant activities to facilitate the Continuous Internal Evaluation (CIE) process. The implementation of CIE is carried out effectively and on time, under the supervision of the Head of the Department and the Internal Quality Assurance Cell (IQAC).

The College adheres to University guidelines for internal assessments, ensuring transparency and clarity. Students are made aware of the evaluation criteria through various means, including the college website, orientation programs, and classroom discussions.

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.

C. Any 2 of the above

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

28

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	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

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

Professional ethics

'Advertising' (4th semester), 'Corporate Governance' (6th semester) and topic 'code of conduct' in Fundamentals of Insurance (6th semester) in B.Com. cover professional ethics.

In M.Com., Marketing Management (1st semester) and Advertising Management (3rd semester) cover ethics of marketing and advertising. Services Marketing, Corporate Governance and International Human Resource Management - all 4th semester - include ethics.

VAC (Human Values and Ethics) incorporates professional ethics.

Gender and Human Values

Psychology (B.A.) includes understanding human behaviour, morals, gender equality and fairness in society - thus covering human values.

VAC (Human values and ethics) covers Human Values.

Under EVS, human rights, value education and women and child welfare are covered.

In M.Com., Organisational Behaviour (1st sem), Human Resource Management (2nd sem) and Human Resource development (3rd sem) cover human relations thus including human values.

Environment and sustainability

EVS includes environment issues, natural resources, pollution hazards plus precautions.

Human Geography (BA 4th sem) & Economic Geography (BA 5th sem) include conservation of resources and impact of economic activities on environment.

In M.Sc. (Geography), Regional Development and Planning (both 2nd semester) & Geography & Ecosystem (3rd semester); sustainability is included.

Under B.Sc (Botany) 2nd semester, 'Plant taxonomy and Ecology' includes 'rich diversity of our ecosystem'.

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

4

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

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

56

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcsaha.ac.in/images/3/MultipleFiles/File17737.pdf

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

580

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

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

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

145

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has vision to identify learners advanced learners , slow learners and guide them for further education. The teachers assesses the learning level of students on the basis of their learning in classroom , their participation and their performances in various activities and also motivate them to know their true potential and uses their true capacities The college has evolved supporting mechanism for slow learners to improve their academics. In every academic programme, there will be those students who can excel and learn more thanks to their capacity for comprehension, capacity for memory, and work ethic. On the other hand, some children could experience difficulties with their learning due to numerous individualized or systemic factors. The students in both of these scenarios require extra care and interventions to make their learning activities more engaging and fruitful. The teachers willingly take classes even exceeding State Govt. norms for benefit of students. Mentors and Placement cell of the college provide advanced learners with additional information for better career planning and progress by providing specialized tutoring for competitive examinations at higher levels. They are driven to produce high-caliber writing and innovative contributions to both the academic and real-world communities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
871	32

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

Rajiv Gandhi Government College Saha, Ambala is a post graduate institution which is committed to provide experiential learning, participative learning and problem-solving methods as per vision of University Grant Commission (UGC) and State Government of Haryana. The faculty members use a variety of teaching-learning techniques, including lectures, interactive activities, project-based learning, computer-assisted learning, and experiential learning. Illustration and customized lectures are to make teaching-learning activities more effective. In addition to spoken presentation techniques, PowerPoint presentations are used to teach lessons in order to make learning easy and retentive. Most of educators use blend of traditional approach and modern techniques. These techniques make it easier for the teacher to interpret, clarify, and amend a text-only assignment's content to experiential learning so that the students would comprehend it better. Interactive method: Faculty members encourage students' engagement in group discussions, role-plays, subject quizzes and discussion to make learning participatory with students. The college sends students on field visits for environmental sensitization. The students actively participate in tree plantation and crop residue management programs. The industrial visits by the students enhance their understanding of current business scenario and employability skills. The students of NCC and NSS take part in various camps where they learn first aid, inculcate discipline, patriotic values, national integrity through cultural diversity and other life skills through participatory learning.

File Description	Documents
Upload any additional information	View File
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

This college strives to use ICT to enhance learning and develop emerging skills. College has six ICT enabled smart class rooms and

well equipped 08 Labs and teachers take their classes as per their timetable. Uses of ICT appeal to the creativity of students. It stimulates the imagination of students. The teachers and students collaborate to enhance student's academic performance. Overall it increases effectiveness of teaching learning process. ICT increases students' interest with web resources such as graphics, videos. The language lab facilities help students in developing listening, speaking and linguistics skills. Multimedia contents in different forms helps students to comprehend complex topics. It also reduces burden on students and makes teaching learning process lively and entertaining. Teachers also provides various platform of learning such as MOOCS, E-PG Pathshala, CEC etc. that add to their knowledge. Effective use of technology can motivate students, make our classes more dynamic and interesting and renew teacher enthusiasm as they learn new skills and techniques. Furthermore students feel more happy and interested to learn with the help of new technological methods of ICT and our institution is committed to provide quality education .

File Description	Documents
Upload any additional information	View File
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

32

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

2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

185

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution is affiliated to Kurukshetra University, Kurukshetra and strictly follows university guidelines and norms regarding internal assessment. The Academic Council of KUK had approved the present system of internal assessment vide its Resolution No.39 dated 05.08.2011. At the beginning of the new academic session fresh entrants are informed about the evaluation process including the internal assessment process during the orientation programme. Guidelines and norms regarding internal assessment are communicated to all faculty members as well as displayed on the notice boards. The marks of internal assessment are filled on University portal of KUK.

The marks obtained by students are displayed and students are given sufficient time to report any grievance. Their grievance is brought into the notice of concerned teacher who resolves it promptly. Evaluated assignments and Mid Term Exam sheets are also shown to the students. If the student is not satisfied with the evaluation of assignments, his/ her grievances are redressed through the concerned teacher promptly. The marks of internal assessment are entered on the university portal and the hard copy of record of the same is also kept in the college. The weightage of internal assessment is 20% in non-NEP Classes and in NEP Classes is 30%.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The mechanism of internal examination is transparent and efficient. In NEP and even in Non-NEP Classes there is a mechanism of Mid Term Examination in the middle of every semester from the session 2023-24. The proper date sheet and sitting plan is made and students are fully aware about the procedure of the Mid-term Exam and its weightage in their internal assessment. The weightage of the internal exam is 50% of the total marks of the internal assessment. The marks obtained by students are displayed and students are given sufficient time to report any grievance. Their grievance is brought

into the notice of the concerned teacher who resolves it promptly. Evaluated answer sheets of these exams are also shown to the students. If any student is not able to give the said exam due to any valid reason, the concerned subject teachers display the notice again and takes their exams again and their grievances are redressed through the concerned teacher promptly. The marks of Mid-term exam is a part of internal assessment and are entered on the university portal and the hard copy of record of the same is also kept in the college.

File Description	Documents
Any additional information	View File
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 students and teachers are fully aware about the Program outcomes and course outcomes. It is mentioned in their syllabus , lesson plans , also displayed at notice boards , College website furthermore verbally announced by teachers in orientation programs . The Institution follows the guidelines of the affiliating university i.e. Kurukshetra University, Kurukshetra for evaluation of the programmes. The common POs for Bachelor of Arts, Commerce, Science, and Life Science as per the university after implementation of NEP 2020 from the session 2023-24 are as following:

PO1: Soft skills and working skills: To comprehend, communicate and execute effectively and efficiently in all of their dealings

PO2: Leadership: To develop abilities to both lead and respect the views positions and beliefs of others and to plan and manage effectively.

PO3: Innovativeness and Entrepreneurship: To explore issues and problem that needs solutions with entrepreneurial orientation

PO4: Ethics and Values: To recognize, appreciate and follow ethical standards in all walks of life PO5: Adaptability and Sociability:

Ready to understand and adapt the changing environment PO6: Research and Analytical abilities: To explore, analyses and provide solutions on emerging issues concerning various fields.

In Addition , the college follows university POS , COS.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27757.pdf
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.

Course Outcomes (COs): Course outcomes are the statements that describe what the students are expected to know and be able to do after the successful completion of the course. Course outcomes of the students are evaluated internally via internal assessment at college level. Mapping of Course Outcomes is done on the basis of marks obtained in internal and external assessment. The marks in internal assessment are given on the basis of their performance in assignments, tests, presentation and their attendance. The college has started mid-term examination as per NEP-2020 implemented from the session 2023-24. Through internal assessment and mid - term examinations, strength and weaknesses of students are revealed, it provides an opportunity to teachers and students to work on the same for the attainment of POs and COs.

The learning outcomes of the students are evaluated via paper presentation, power-point presentation, class tests, group discussions, quiz, projects and practical. The participation of the students in teaching-learning process is ensured by motivating them to take part in co-curricular activities like quiz, debate, poetic recitation, essay writing competition, science exhibition which are organized regularly. Tutorial classes are also conducted in which students can clear their doubts regarding subject matter or examinations and other information.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27758.pdf

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

132

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://gcsaha.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://gcsaha.ac.in/images/3/MultipleFiles/File17737.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	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)	View File
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

02

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

3.2 - Research Publications and Awards

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

the year

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

11

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

19

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

3.3 - Extension Activities

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

The recent series of activities organized by the NSS & Other Committees/Cells aimed at promoting social responsibility and community welfare.

List of the Important Social Outreach Programs

- Cleanliness Drive
- "Meri Mati Mera Desh" program
- One Day Anemia & Dental Checkup
- Tree Plantation Drive
- Self-motivated NSS Volunteer Tree Plantation
- Participation in Cyclothon in Karnal
- Health Talk
- Extension Lectures to aware students
- Awareness about necessity of Higher Education

Outcomes highlighted:

Cleanliness drive, made participants feel more accountable for keeping environment clean. A stronger sense of national pride and a closer bond with the environment were fostered by the "Meri Mati Mera Desh" program. The One Day Anemia & Dental Checkup & Health talk raised awareness of preventive care while offering insightful health information. The Tree Plantation Drive demonstrated a proactive commitment to sustainability by aiding in environmental conservation. Cyclothon participation promoted community involvement and physical fitness. While the Extension Lectures increased awareness of the value of higher education and inspired students to pursue academic and professional success. It is further brought to notice that such efforts, in past, also caused college to receive "Greenery Award". Theses all are results of awareness campaign in the nearby areas.

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc.,**

during the year

09

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

572

File Description	Documents
Report of the event	View File
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

01

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has an adequate infrastructure and physical facilities for the teaching learning process. The campus is spread over an area of 7 acres 02 kanal 02 marla. A detailed information about the infrastructure and physical facilities of the institution of above the set is unlisted below: -

1. **Classrooms:** The institution has two teaching blocks having well-furnished and fully ventilated 17 classrooms having enough seating space for students.
2. **Laboratories:** The institution has well maintained and fully functional 10 laboratories (Physics Deptt. -1, Chemistry Deptt. -1, Geography deptt. - 2, Psychology deptt. - 1, Computer Lab - 2, E-Learning Lab - 1 and Botony lab-1 & Zoology lab-1) to carry out all the curriculum related lab practical.
3. **Computing Equipment:** Different laboratories of the college have different and adequate computing equipment with help of those the lab practical of related curriculum are conducted.

File Description	Documents
Upload any additional information	View File
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.

1. **Cultural facilities:** Adequate facilities are available in the institution to organize various cultural events. The institute has a Multi-Purpose Hall (MPH) having the enough seating capacity for students and teachers and is used for many cultural activities i.e., Talent hunt programme, Jhankar Utsav.
2. **Gymnasium:** The institute has a well-equipped and well-maintained gymnasium hall facilitate students for their physical as well as mental health.
3. **Yoga centre:** Yoga sessions are performed in the open area of campus to maximize the benefits of yoga. Every year international yoga day is celebrated by the institute with full enthusiasm.
4. **Sports facilities:** The institute has a well-maintained sports ground with an area of 4 acres supporting outdoor games. Indoor games i.e., Table tennis, carom board, chess and boxing are well flourished in the Table tennis (TT) hall. The sports deptt. have different sports items like the javelin, shot-put, hammer, discus, high jump, volleyball, badminton rackets, T.T. table, T.T. rackets, carom board and boxing gloves
5. **Library:** The institute has a fully functional air-conditioned library having enough separate seating area for students and teachers. Books are issued and return through ILMS software SOUL as a result of partial automation of library.

File Description	Documents
Upload any additional information	View File
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.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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)	View File

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

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

103.19

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)	View File

4.2 - Library as a Learning Resource

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

Library of Rajiv Gandhi Govt. College, Saha (Ambala) started along with the establishment of college in 2006 to cater to the academic needs of the faculty, students and staff. The college library is located at ground floor. The area of Library is 2245 sq.ft. There are 9728 books, 05 magazines and 06 newspapers. The library working hours are from 9 a.m to 4 p.m on all working days. Every day on an average 65 students and 10 faculty members visit college library for reading and borrowing books. It has a spacious reading hall with four air conditioners. The library is well equipped with proper sitting arrangement, ample lighting and full ventilation system for teachers and students. The library area can accommodate approximately 100 users at a time. For enhancing security, closed circuit cameras have been installed. Fire safety units are also available. The library is partially automated with integrated

library management system ILMS SOUL 2.0. The various housekeeping activities of library such as data entry, issue and return and renewal of books, member logins etc are done through software. The students are given unique ID. The college library has its own colour photostat machine and lamination machine which are used for printing and laminating Identity cards of students. During the year 20 wooden chairs and wooden corner was purchase.

File Description	Documents
Upload any additional information	View File
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 C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

91302

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for

online access) (Data for the latest completed academic year)

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

75

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

IT Infrastructure Maintenance and Upgrades:

The college recognizes the critical role of IT infrastructure in enhancing teaching, learning, and administrative processes. The introduction of ICT tools and adoption of e-governance systems such as HRMS, MIS, Online Admissions, and ERP have led to regular upgrades in computers and internet facilities.

The college is committed to promoting IT-based education by continually assessing and upgrading its infrastructure based on stakeholder requirements.. All departments are equipped with desktop computers, printers, and reliable broadband/4G connectivity.

Current IT Resources:

- The college has two computer labs with internet access, one English language lab, and a fully automated library
- There are a total of 112 computers in working condition across the institution.
- Six large-screen computers were received from the Public Works Department (PWD).
- The college has 10 internet connections (Jio) and 2 broadband Wi-Fi connections (BSNL) having bandwidth greater than 50MBPS
- Fully automated library with digital systems
- The administrative block is fully equipped with computers, scanners, and photocopiers.

The college remains dedicated to strengthening its IT infrastructure to support a dynamic and technology-driven learning environment

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

4.3.2 - Number of Computers

112

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

185.57

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

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

Rajiv Gandhi Government college, Saha (Ambala) receives guidelines and procedures from Department of Higher Education, Government of Haryana for utilizing government grants and funds for maintaining physical, academic and support facilities and infrastructure. Any kind of repair or maintenance is done as per the guidelines of respective funds and grants. For instance, If any sports article needs to be purchased then it will be purchased from sports grant. Likewise if repair is needed in any sports equipment then sports fund will be used. Same procedure is followed with all laboratories, computer labs and library items. Every year the college receives grants for purchase of library books and equipments, laboratory equipments, sports articles, computers and other physical infrastructure. On the other hand, the college possesses funds that are realised from the students fee like computer fund, sports fund, physics, chemistry, botany and zoology fund. Items that are required for the students for their routine study throughout the year are purchased from these funds. These funds are also used to repair and maintenance of physical, academic, sports, computers and classrooms etc.

File Description	Documents
Upload any additional information	View File
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

541

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students 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

A. All of the above

File Description	Documents
Link to institutional website	http://gcsaha.ac.in/images/3/MultipleFiles/File28002.pdf
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

240

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

240

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

06

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

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

5.2.2.1 - Number of outgoing student progression to higher education

29

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

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

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

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.

05

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)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Various subject societies are formed by the departments of the institutions to facilitate students' representation and engagement in various administrative, co-curricular and extracurricular activities.

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

An Alumni Association is the reflection of an Institution's past, representation of its present and a link to its future. Alumni Association plays a positive role in many ways and acts as a support system, offering expertise, assistance in employability and scholarship. It is formed by former students of the college and the primary functions include: maintaining a connection between the institution and its alumni, fostering a sense of community among graduates and supporting the institution's goals. Alumni association plays an important role by contributing to the overall reputation and growth of the college by organising reunions, alumni networking events and career development opportunities. This association for the academic and professional purposes, often facilitates mentorship programs and fund-raising initiatives for the institution. An alumni association can also significantly contribute to the development of an institution by providing support services such as guest lectures and career counselling. The college has registered its Alumni Association on 28/3/2023 as ALUMNI ASSOCIATION RAJIV GANDHI GOVERNMENT COLLEGE, SAHA.

Two Alumni Meet were held in 2023-2024: on 20-9- 2023 and on 5-3-2024. In future also, we will continue to strive to ensure that the alumni association functions effectively and continues to succeed in the coming times.

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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College was established in 2006 with an aim to provide higher education to the needy students who hail primarily from agrarian and proletarian classes. Since its inception, the college has earned a reputation of being a leader in Higher education in the Saha region and catchment areas.

The vision of Rajiv Gandhi Government College, Saha (Ambala) is to impart multidisciplinary quality education to the students along with requisite life skills for their holistic development. In view of its vision, the college functions as per rules, guidelines, and directions of the State Government, Department of Higher Education, Haryana and its affiliating university Kurukshetra University Kurukshetra.

The mission of the college is to imbibe professional skills along with moral ethics by imparting quality education in a way -

To promote and disseminate multi-disciplinary knowledge to all the students of this area.

To provide affordable and high-quality education to the students of this area.

To provide education to the girl students of this area in a safe and secure environment.

To inculcate the moral values among the students.

To develop the professional skills among the students.

To provide the opportunities to the students for their holistic development.

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

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

The Principal monitors the mechanisms for good administration and ensures proper implementation of the policies, rules and action-plans for the betterment of the college. Academic and administrative planning is periodically chalked out by IQAC and the College Council.

Being a significant government institute and having effective leadership and good governance the college envisages proper upliftment of the marginals of this region and thus cherishes the mission to work in that direction. The entire teaching staff and non-teaching staff is divided into various committees and cellsetc.

All the committees function responsibly to execute the plans and organize various activities for the all-round development of students. The academic performance is also monitored by the Principal by holding regular meetings with Head of Departments and faculty of various departments.

All committees/ cells have a convenor and a few members who function as a team under the overall directions of the Principal. All decisions concerning the institution like introduction of new courses, proposals for grants from the gov, disbursement and utilization of grants and funds, planning of co-curricular activities etc. are made after due deliberations with the stakeholders which is the indicative that the governance is decentralized and participative.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27701.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Government College Saha is committed to bring excellence in all fields so that students acquire skills and confidence to face the challenges of the market. The salient features of the five-year Institutional Development Plan are

i) Introduction of new UG & PG programs according to the demand for employability.

ii) The accreditation of the college by NAAC.

iii) To nurture innovation, creativity, research and experimentation.

iv) To provide the state-of-the-art infrastructure, good ambience and ethical work culture.

v) To promote heterogeneity and demographic diversity in student enrolment etc.

The faculty members led by the Principal and College Council members have been striving towards implementation of Institutional Development Plan (IDP). The Institutional Plan of RGGC Saha for the period 2017-2022 have been achieved by the college with the financial support of Department of Higher Education, Haryana. The members of Internal quality Assurance Cell and College Council plans for the proposed actions to be taken for the implementation of IDP in the beginning of each academic year. The activities to be carried out to achieve five-year IDP is divided in the span of Five year and then proposed strategic plan of each academic year is prepared and tried to achieve.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The academics and administration are governed by Haryana Civil Services Rules (2016) and the specific guidelines issued by the Department of Higher Education, Haryana and Kurukshetra University Kurukshetra from time to time.

The recruitment of teaching and non -teaching faculty is through the Government of Haryana Constitutional bodies such as Haryana Public Service Commission and Staff Selection Board. The college is affiliated to Kurukshetra University Kurukshetra and is included in the purview of UGC in under Section 2(f) and 12(b).

Each committee is headed by a Coordinator /Convenor who is a senior faculty member and a few teaching and non-teaching staff members so that the administrative work related to the general. administration, academics, infrastructure maintenance and development, quality issues and student welfare issues are well taken care of. In some committees the student members are also included. All the convenors report directly to the Principal. Heads and committee coordinators are given full autonomy within the policy/ rules framework to bring in participative management and decentralization of powers. Regular financial audits are executed in the college by the local audit department and by Accountant General of Haryana.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27698.pdf
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Working within the framework and guidelines of the Government of Haryana und Higher Education Haryana the institution duly follows the effective welfare measures for teaching and non-teaching staff. The college administration also tries to give all facilities and benefits to the staff with a belief that it will boost their output and lead to the growth of the institution. Therefore, various government welfare schemes for the teaching and non-teaching staff have been implemented.

Provision of duty leave to attend Orientation course/ Refresher course/ Short-term course/ Workshops/ Seminars/ Webinars/FDP/ Induction trainings are provided to the newly recruited teachers

For Non- Teaching staff:

Class four employees enjoy cycle/conveyance allowance of Rs. 200/- p.m., washing allowance and uniform allowance of Rs 440 p.m.

The sweepers are entitled to claim Rs. 625 p.m. as Safai Karam Chari Allowance.

Class 3&4 non-teaching are entitled for Wheat Loan without interest of Rs. 18000/- and Diwali/Festival Bhatta. Computer loan, marriage advance, festival advance

provision of compensatory leave in lieu of works done by them during holidays.

For Divyang employees:

Enhanced income tax rebate. Conveyance allowance. Two years of extra service tenure. Promotions quota in service. In addition to the above-mentioned facilities, other welfare measures are also introduced.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27705.pdf
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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

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

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

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

3

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

For the Performance Appraisal System, the college has been maintaining an effective Internal Quality Assurance Cell to assess, analyze and ascertain the performance of the teachers for CAS (Career Advancement Scheme). Since 2014, all the teachers are required to earn APAR (Academic Performance Appraisal Report) scores for the CAS. At the end of each Academic Session, IQACof the college

circulates the message to submit the self-filled APAR proformas. The APAR scores are verified the IQAC for 2 categories:

Table I includes the information of teaching staff members related to their teaching and involvement in College related activities. Table II includes the information related to research scores of teaching staff members. The IQAC of the college verifies the APAR proformas of teaching staff.

The performance Appraisal of non-teaching staff is done by the Principal of the college. The promotion and ACP (Assured Career Progression) of non-teaching employees is done by the Director, Higher Education, Haryana and these cases are sent along with their Annual Confidential Report by Principal.

For Self-appraisal the teaching staff fills Annual Confidential Report online. These are verified by the principal and thereafter are forwarded to the Director Higher Education, Haryana who is the final approving authority.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27702.pdf
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

Regular internal audits are conducted by the Higher Education Department for each fund and grant to ensure optimal utilization of the same. The HEI has a well-defined process for financial auditing. The Principal of the college appoints one of members of the staff as the bursar of the college for maintenance of accounts of fee/ funds and grants. All the financial work is supervised by the Bursar and he ensures drawing and disbursement of the funds as per rules. Therefore, the Bursar, purchase committee and the Principal are the first tier of financial auditing and budgeting and act as Internal Audit. Cash books and day books are also thoroughly checked by the internal audit committee. Internal audit ensures compliance with laws and regulations and helps to maintain accurate and timely financial reporting.

Besides this, the institution also conducts External Financial Audit; it has two parts namely Funds Audit and Grant Audit. The Funds Audit is done by the Local Audit Department of Haryana Government. In our College, Audit of Funds has been done up to March, 2022. So far as the Audit of the Grant is concerned, the College has written a letter to the AG Office.

As far as the matter of settling Audit objections is concerned. During the year 2023-24, the college received a letter from local audit department to settle the Audit objections. The Team of Auditors visited the college, but the report is yet to be received by the college.

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

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

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

0

File Description	Documents
Annual statements of accounts	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)	View File

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

The college, being an affiliated government college, has set procedures for mobilization of funds and optimal utilization of resources. All the instructions and guidelines issued by the Department of Higher Education; Haryana are strictly followed.

There are about twenty-seven funds. These funds are realized from students according to the rates fixed by the Dept of Higher

Education. Management of fund utilization is carried out with best accounting practices maintaining transparency. A day book is maintained by the fee clerk and is daily signed by the Principal. All cash collected is deposited in the government treasury on the same working day.

The Head of the Institutions fully authorized to make expenditure out of these funds according to the provisions and after observing all formalities. A Purchase Committee of not less than three members is formed by the Principal (one member should be from the concerned subject / Department) and the expenditure is made on the recommendations of the committee.

Various grants are received from the State Govt/ Dept of Higher Education with the specified objectives. These are to be utilized within the same financial year while funds continue to exist as they can be utilized as and when the needs arise.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of Rajiv Gandhi Government College, Saha (Ambala) has been active since 2015 to ensure quality in performance and formulate plans for continuous betterment of the institution. Internal Quality Assurance Cell (IQAC) has been instrumental in preparing Five Year Institutional Strategic/Development Plan 2017-2022 and 2022- 2027. While preparing these Institutional Strategic/ Development plans, every aspect of the institution is taken care of, where development of any kind is needed. Further, these Institutional Strategic/ Development plan contains the futuristic developmental goals of the institution.

All policies and plans for institutional activities and programs etc. are finalized through assessment and supervision of Internal Quality Assurance Cell.

Internal Quality Assurance Cell (IQAC) external and internal meetings are regularly held. In the beginning of each Academic

session, a proposed strategic plan for the development of the college is prepared. This plan is prepared keeping in view all proposed activities, improvements and developments which are to be carried out throughout the session.

IQAC scrutinizes all aspects where improvement is needed- be it Teaching Learning pedagogy or infrastructure. IQAC strictly adheres to the guidelines of the Director General Higher Education, Haryana to verify the API scores of the faculty mandatory for their CAS.

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

The IQAC of the college reviews not only the academic and operational planning of teaching learning processes also evaluates the teaching learning process through student feedback and analyze the result department wise. The following steps have been taken up by IQAC to improve the teaching learning process:

1. Arranging extra classes to the subjects needs more time for preparation.

2. IQAC motivates the faculty to use ICT tools and other techniques.

3. Faculty of the college also advised to guide the students regarding career opportunities available for them.

4. Organizing group discussions and doubt clearing sessions in the classes.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gcsaha.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

College organises activities which promote gender equality. Boys and girls are provided equal opportunity in all activities. Female students can submit their complaints to Women Cell which tries to resolve the issues in shortest possible timeframe. College strives to sensitise the students regarding gender equity. Mentor-Mentee groups have also been formed in college whereby every student is assigned to a teacher so that boys and girls can receive proper guidance. NSS and NCC provide equal opportunity to both girls and boys to actively contribute to nation building. Anti-Ragging Committee, Internal Complaints Committee and Grievance Cell strive to maintain healthy and safe environment within campus for all irrespective of gender.

The College has zero-tolerance policy towards any kind of gender discrimination, sexual harassment or eve-teasing. Special focus is kept on gender equity during Orientation Programmes. Anti-ragging policy is strictly enforced. Female employees enjoy maternity leave

and childcare leave as per norms. Paternity leave is given to the male employees as per norms.

Activities related to gender equity and female empowerment are conducted. Self-defence training is given to girls. College has facilities such as Girls Common Room along with sanitary pad vending machine. Female washrooms are equipped with sanitary napkin incinerators.

File Description	Documents
Annual gender sensitization action plan	http://gcsaha.ac.in/images/3/MultipleFiles/File27845.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gcsaha.ac.in/images/3/MultipleFiles/File27844.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management

- Single use plastic banned within campus.
- Disposal of assignments and answer sheets through authorised scrap vendors ensures recycling.
- Large dustbins have been kept at several locations within campus. Separate waste bins provided for biodegradable and non-biodegradable waste.

- Two compost pits to manage leaf litter and biodegradable waste. Biodegradable wastes dumped in composting pits to facilitate formation of natural manure to nurture plants in campus.
- Measures taken to reuse discarded dustbins, containers etc into useful things.
- Broken glassware, test tubes, beakers etc. segregated and disposed of in separate bins.

Liquid waste management

- Wastewater collected in sewerage plant and diverted for various uses.
- Alarm system installed in overhead water tanks so that water supply is cut off timely and no water gets wasted.
- Rainwater harvesting systems in campus to recharge groundwater.

Biomedical waste management- No biomedical waste produced.

E-waste management

- Govt. norms followed as per e-waste policy of Government of Haryana for disposal of electronic waste.
- UPS batteries exchanged for nominal cost (buy back offers) with vendor of new batteries.

Hazardous chemicals and radioactive waste management- There is no hazardous chemical or radioactive waste produced. Chemistry Laboratory liquid wastes are diluted before discarding. Strong acids are neutralized before discarding.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://gcsaha.ac.in/images/3/MultipleFiles/File27829.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore

B. Any 3 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

C. Any 2 of the above

5.

Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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).

College values all irrespective of gender, race or religion and ensures that no discrimination is made on cultural, regional, linguistic, communal or socio-economic basis. Anti-ragging norms are strictly followed.

Promoting cultural and regional diversity

The College organises Talent Show and Jhankaar to promote cultural activities and to provide platform to students to learn about regional diversities of nation. Students present a flavour of culture through drama, folk songs and dances of different Indian states.

Educational opportunities

Institution aims at providing educational opportunities to students irrespective of their backgrounds. Scholarships are extended to students from Scheduled Castes and Backward Classes. Reservation of seats for students from EWS, SC/ST and Backward Classes are followed as per guidelines of Kurukshetra University Kurukshetra and Directorate of Higher Education, Haryana.

Communal harmony

College makes efforts to maintain unity between individuals from different backgrounds. Students are made aware about moral values and responsibilities during orientation programme. Important days such as National Unity Day and festivals such as Diwali, Karwa Chauth, Teej, Gita Jayanti and Lohri are celebrated thereby promoting mutual respect and tolerance. College has active units of NSS, NCC, Cultural Cell and Women Cell which carry out activities to promote harmony.

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

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

College strives to promote the feelings of patriotism and nationalism in students and staff. The college has very proactive NSS and NCC units. They frequently carry out activities with the aim of inculcating national values and ethics. Students are reminded of their constitutional obligations through rallies, lectures, cleanliness drives etc. Independence Day and Republic Day are celebrated every year with full fervour in the college. Legal

Literacy Cell and Political Science Department organise activities to promote awareness regarding constitutional values, rights, duties and responsibilities. National Voters' Day, Constitution Day, Hindi Diwas, National Youth Day etc. are enthusiastically celebrated to instil patriotism and to promote the principles of service, liberty, equality and fraternity in the students. Activities such as lectures, speech competitions, awareness campaigns etc are also organised to raise awareness regarding voting rights amongst students and society. National campaigns launched by the Government of India such as Swachh Bharat Abhiyaan and SVEEP (Systematic Voters' Education and Electoral Participation) are undertaken thereby fulfilling responsibility towards the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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 **B. Any 3 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The College celebrates various national and international events and festivals by organising various activities. College makes efforts to maintain unity between individuals from different backgrounds. Celebrating festivals of different cultures and religions creates a harmonious environment and promotes community spirit. Various festivals such as Diwali, Karwa Chauth, Gita Jayanti, Ravi Das Jayanti, Teej and Lohri are celebrated thereby promoting mutual respect and tolerance. Important national festivals such as Republic Day and Independence Day are celebrated with full fervours. Students and teachers recited patriotic poems and sing patriotic songs to raise awareness about unity and historical achievements. This is followed by sweets distribution. Other important days such as Hindi Diwas, Bharatiya Bhasha Diwas, National Women's Day, National Science Day etc are also celebrated. National Voters' Day, Constitution Day, National Youth Day, National Unity Day etc. are enthusiastically celebrated to instil patriotism. International days such as International Literacy Day, International Day against Nuclear Tests, World Mental Health Day, Earth Day etc are also celebrated. The College also organises lectures on the anniversaries of the great Indian personalities such as Sardar Vallabh Bhai Patel, Netaji Subhash Chandra Bose, Swami Vivekananda etc.

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

7.2 - Best Practices

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

1. Promotion of Environmental Consciousness

- To implement sustainable green practices on the campus
- To encourage young people to adopt green lifestyle
- To adopt eco-friendly practices to lessen carbon footprint.
- To generate environmental awareness through active collaboration between students, faculty and society.

Eco Club regularly organises activities to promote spirit of environmental consciousness amongst the students. NCC and NSS units

also carry out several environment-friendly activities. Adoption of Green Policy and promotion of environment-friendly practices in the campus has resulted in a clean and green campus. The rainwater harvesting system and the compost pits show the seriousness of the institution towards implementing practical solutions to environmental problems.

2. Women Empowerment

- To promote gender equity
- To raise the status of women through education and to empower them to exercise their rights judiciously in their transactions with the society
- To instill the importance of health, hygiene and nutrition for women

The college has made a deep impact on the mind-set of rural people. A significant change is now visible as the parents are ensuring that their daughters receive higher education. Ratio of girl students is increasing every year. Department of Physical Education witnesses girls' active participation in sports events.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Excellence in Sports

Rajiv Gandhi Government College, Saha has been established in rural area. Most of the students here come from predominantly backward and weaker sections of the society. Besides imparting academic education, it tries to extract and polish other skills of the students through various extra-curricular and sports activities conducted by the college. Physical Education department of the college is doing excellent job in this direction by creating awareness and motivation among students about different kinds of sports, martial arts, etc.

College shows a remarkable growth in different sports activities since its establishment. It organises Annual Athletic Meet every

year since its establishment. Some of our students show excellent performances in different sports activities at Inter-college level, University level, and State level. During the sessions from 2018-19 to 2022-23, the college athletes bagged several medals in the events of Martial Arts in the Inter-college Championship held in Kurukshetra University, Kurukshetra.

Continuing the tradition in 2023-24, one girl won a silver medal in Inter-College Taekwondo and qualified for Camp of All India Inter-University. In Inter-College Karate Championship, two girls bagged silver medals, and two girls won bronze medals. Two girls qualified and attended Camp of All India Inter-University Karate Championship.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college has developed a comprehensive process for effective curriculum delivery:

1. **Departmental Planning:** Each department prepares an academic calendar prior to the start of the session, detailing class schedules, paper assignments, and syllabi distribution among faculty.
2. **Lesson Planning:** Faculty members create detailed lesson plans to ensure timely completion of the syllabus, including tentative dates for tests and assignment submissions.
3. **Use of ICT:** Faculty members are encouraged to utilize ICT resources available at the college to create e-content, aiding students in their learning.
4. **Library Support:** The college library is equipped internet facility enhancing the teaching and learning experience.
5. **Hands-On Learning:** The college organizes internships, projects, field visits, and educational trips to provide practical experience to students.
6. **Faculty Development:** Faculty members are regularly involved in research and faculty development programs to further their knowledge and skills.
7. **Mentor-Mentee System:** The college has a well-established mentor-mentee system, allowing faculty to closely monitor students and address their concerns.
8. **Feedback Collection:** An online feedback system is in place to gather suggestions from teachers, students, parents, and alumni for continuous curriculum improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27635.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

The College strictly follows the academic calendar provided by the University at the start of each session. This calendar outlines the schedule for teaching, semester breaks, examinations, and vacations. To ensure students are familiar with the academic schedule, the calendar is also included in the college's information brochure.

Additionally, the College develops its own calendar, detailing various academic, cultural, and sports activities planned for the session. Both the University and College calendars are prominently displayed on the college website. During the student orientation program, the principal and faculty members share information regarding these calendars.

Each faculty member prepares a detailed schedule encompassing lesson plans, test and assignment dates, and other relevant activities to facilitate the Continuous Internal Evaluation (CIE) process. The implementation of CIE is carried out effectively and on time, under the supervision of the Head of the Department and the Internal Quality Assurance Cell (IQAC).

The College adheres to University guidelines for internal assessments, ensuring transparency and clarity. Students are made aware of the evaluation criteria through various means, including the college website, orientation programs, and classroom discussions.

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

C. Any 2 of the above

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	
28	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	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

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

Professional ethics

'Advertising' (4th semester), 'Corporate Governance' (6th semester) and topic 'code of conduct' in Fundamentals of Insurance (6th semester) in B.Com. cover professional ethics.

In M.Com., Marketing Management (1st semester) and Advertising Management (3rd semester) cover ethics of marketing and advertising. Services Marketing, Corporate Governance and International Human Resource Management - all 4th semester - include ethics.

VAC (Human Values and Ethics) incorporates professional ethics.

Gender and Human Values

Psychology (B.A.) includes understanding human behaviour, morals, gender equality and fairness in society - thus covering human values.

VAC (Human values and ethics) covers Human Values.

Under EVS, human rights, value education and women and child welfare are covered.

In M.Com., Organisational Behaviour (1st sem), Human Resource Management (2nd sem) and Human Resource development (3rd sem) cover human relations thus including human values.

Environment and sustainability

EVS includes environment issues, natural resources, pollution hazards plus precautions.

Human Geography (BA 4th sem) & Economic Geography (BA 5th sem) include conservation of resources and impact of economic activities on environment.

In M.Sc. (Geography), Regional Development and Planning (both 2nd semester) & Geography & Ecosystem (3rd semester); sustainability is included.

Under B.Sc (Botany) 2nd semester, "Plant taxonomy and Ecology" includes 'rich diversity of our ecosystem'.

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

4

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

1.3.3 - Number of students undertaking project work/field work/ internships**56**

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcsaha.ac.in/images/3/MultipleFiles/File17737.pdf

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**

580

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

145

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has vision to identify learners advanced learners , slow learners and guide them for further education. The teachers assesses the learning level of students on the basis of their learning in classroom , their participation and their performances in various activities and also motivate them to know their true potential and uses their true capacities The college has evolved supporting mechanism for slow learners to improve their academics. In every academic programme, there will be those students who can excel and learn more thanks to their capacity for comprehension, capacity for memory, and work ethic. On the other hand, some children could experience difficulties with their learning due to numerous individualized or systemic factors. The students in both of these scenarios require extra care and interventions to make their learning activities more engaging and fruitful. The teachers willingly take classes even exceeding State Govt. norms for benefit of students. Mentors and Placement cell of the college provide advanced learners with

additional information for better career planning and progress by providing specialized tutoring for competitive examinations at higher levels. They are driven to produce high-caliber writing and innovative contributions to both the academic and real-world communities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
871	32

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

Rajiv Gandhi Government College Saha, Ambala is a post graduate institution which is committed to provide experiential learning, participative learning and problem-solving methods as per vision of University Grant Commission (UGC) and State Government of Haryana. The faculty members use a variety of teaching-learning techniques, including lectures, interactive activities, project-based learning, computer-assisted learning, and experiential learning. Illustration and customized lectures are to make teaching-learning activities more effective. In addition to spoken presentation techniques, PowerPoint presentations are used to teach lessons in order to make learning easy and retentive. Most of educators use blend of traditional approach and modern techniques. These techniques make it easier for the teacher to interpret, clarify, and amend a text-only assignment's content to experiential learning so that the students would comprehend it better. Interactive method: Faculty members encourage students' engagement in group discussions, role-plays, subject quizzes and discussion to make learning participatory with students. The college sends students on field visits for environmental

sensitization. The students actively participate in tree plantation and crop residue management programs. The industrial visits by the students enhance their understanding of current business scenario and employability skills. The students of NCC and NSS take part in various camps where they learn first aid, inculcate discipline, patriotic values, national integrity through cultural diversity and other life skills through participatory learning.

File Description	Documents
Upload any additional information	View File
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

This college strives to use ICT to enhance learning and develop emerging skills. College has six ICT enabled smart class rooms and well equipped 08 Labs and teachers take their classes as per their timetable. Uses of ICT appeal to the creativity of students. It stimulates the imagination of students. The teachers and students collaborate to enhance student's academic performance. Overall it increases effectiveness of teaching learning process. ICT increases students' interest with web resources such as graphics, videos. The language lab facilities help students in developing listening, speaking and linguistics skills. Multimedia contents in different forms helps students to comprehend complex topics. It also reduces burden on students and makes teaching learning process lively and entertaining. Teachers also provides various platform of learning such as MOOCS, E-PG Pathshala, CEC etc. that add to their knowledge. Effective use of technology can motivate students, make our classes more dynamic and interesting and renew teacher enthusiasm as they learn new skills and techniques. Furthermore students feel more happy and interested to learn with the help of new technological methods of ICT and our institution is committed to provide quality education .

File Description	Documents
Upload any additional information	View File
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

32

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

2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

185

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution is affiliated to Kurukshetra University, Kurukshetra and strictly follows university guidelines and norms regarding internal assessment. The Academic Council of KUK had approved the present system of internal assessment vide its Resolution No.39 dated 05.08.2011. At the beginning of the new academic session fresh entrants are informed about the evaluation process including the internal assessment process during the orientation programme. Guidelines and norms regarding internal assessment are communicated to all faculty members as well as displayed on the notice boards. The marks of internal assessment are filled on University portal of KUK.

The marks obtained by students are displayed and students are given sufficient time to report any grievance. Their grievance is brought into the notice of concerned teacher who resolves it

promptly. Evaluated assignments and Mid Term Exam sheets are also shown to the students. If the student is not satisfied with the evaluation of assignments, his/ her grievances are redressed through the concerned teacher promptly. The marks of internal assessment are entered on the university portal and the hard copy of record of the same is also kept in the college. The weightage of internal assessment is 20% in non-NEP Classes and in NEP Classes is 30%.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The mechanism of internal examination is transparent and efficient. In NEP and even in Non-NEP Classes there is a mechanism of Mid Term Examination in the middle of every semester from the session 2023-24. The proper date sheet and sitting plan is made and students are fully aware about the procedure of the Mid-term Exam and its weightage in their internal assessment. The weightage of the internal exam is 50% of the total marks of the internal assessment. The marks obtained by students are displayed and students are given sufficient time to report any grievance. Their grievance is brought into the notice of the concerned teacher who resolves it promptly. Evaluated answer sheets of these exams are also shown to the students. If any student is not able to give the said exam due to any valid reason, the concerned subject teachers display the notice again and takes their exams again and their grievances are redressed through the concerned teacher promptly. The marks of Mid-term exam is a part of internal assessment and are entered on the university portal and the hard copy of record of the same is also kept in the college.

File Description	Documents
Any additional information	View File
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 students and teachers are fully aware about the Program outcomes and course outcomes. It is mentioned in their syllabus , lesson plans , also displayed at notice boards , College website furthermore verbally announced by teachers in orientation programs . The Institution follows the guidelines of the affiliating university i.e. Kurukshetra University, Kurukshetra for evaluation of the programmes. The common POs for Bachelor of Arts, Commerce, Science, and Life Science as per the university after implementation of NEP 2020 from the session 2023-24 are as following:

PO1: Soft skills and working skills: To comprehend, communicate and execute effectively and efficiently in all of their dealings

PO2: Leadership: To develop abilities to both lead and respect the views positions and beliefs of others and to plan and manage effectively.

PO3: Innovativeness and Entrepreneurship: To explore issues and problem that needs solutions with entrepreneurial orientation

PO4: Ethics and Values: To recognize, appreciate and follow ethical standards in all walks of life PO5: Adaptability and Sociability: Ready to understand and adapt the changing environment PO6: Research and Analytical abilities: To explore, analyses and provide solutions on emerging issues concerning various fields.

In Addition , the college follows university POS , COS.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27757.pdf
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.

Course Outcomes (COs): Course outcomes are the statements that describe what the students are expected to know and be able to do after the successful completion of the course. Course outcomes of the students are evaluated internally via internal assessment at college level. Mapping of Course Outcomes is done on the basis of marks obtained in internal and external assessment. The marks in internal assessment are given on the basis of their performance in assignments, tests, presentation and their attendance. The college has started mid-term examination as per NEP-2020 implemented from the session 2023-24. Through internal assessment and mid - term examinations, strength and weaknesses of students are revealed, it provides an opportunity to teachers and students to work on the same for the attainment of POs and COs.

The learning outcomes of the students are evaluated via paper presentation, power-point presentation, class tests, group discussions, quiz, projects and practical. The participation of the students in teaching-learning process is ensured by motivating them to take part in co-curricular activities like quiz, debate, poetic recitation, essay writing competition, science exhibition which are organized regularly. Tutorial classes are also conducted in which students can clear their doubts regarding subject matter or examinations and other information.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27758.pdf

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

132

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://gcsaha.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://gcsaha.ac.in/images/3/MultipleFiles/File17737.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	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)	View File
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

02

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****11**

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****19**

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

3.3 - Extension Activities

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

The recent series of activities organized by the NSS & Other Committees/Cells aimed at promoting social responsibility and community welfare.

List of the Important Social Outreach Programs

- **Cleanliness Drive**
- **"Meri Mati Mera Desh" program**
- **One Day Anemia & Dental Checkup**
- **Tree Plantation Drive**
- **Self-motivated NSS Volunteer Tree Plantation**
- **Participation in Cyclothon in Karnal**

- Health Talk
- Extension Lectures to aware students
- Awareness about necessity of Higher Education

Outcomes highlighted:

Cleanliness drive, made participants feel more accountable for keeping environment clean. A stronger sense of national pride and a closer bond with the environment were fostered by the "Meri Mati Mera Desh" program. The One Day Anemia & Dental Checkup & Health talk raised awareness of preventive care while offering insightful health information. The Tree Plantation Drive demonstrated a proactive commitment to sustainability by aiding in environmental conservation. Cyclothon participation promoted community involvement and physical fitness. While the Extension Lectures increased awareness of the value of higher education and inspired students to pursue academic and professional success. It is further brought to notice that such efforts, in past, also caused college to receive "Greenery Award". Theses all are results of awareness campaign in the nearby areas.

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

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

09

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

572

File Description	Documents
Report of the event	View File
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

01

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has an adequate infrastructure and physical facilities for the teaching learning process. The campus is spread over an area of 7 acres 02 kanal 02 marla. A detailed information about the infrastructure and physical facilities of the institution of above the set is unlisted below: -

1. **Classrooms:** The institution has two teaching blocks having well-furnished and fully ventilated 17 classrooms having enough seating space for students.
2. **Laboratories:** The institution has well maintained and fully functional 10 laboratories (Physics Deptt. -1, Chemistry Deptt. -1, Geography deptt. - 2, Psychology deptt. - 1,

Computer Lab - 2, E-Learning Lab - 1 and Botany lab-1 & Zoology lab-1) to carry out all the curriculum related lab practical.

3. **Computing Equipment:** Different laboratories of the college have different and adequate computing equipment with help of those the lab practical of related curriculum are conducted.

File Description	Documents
Upload any additional information	View File
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.

1. **Cultural facilities:** Adequate facilities are available in the institution to organize various cultural events. The institute has a Multi-Purpose Hall (MPH) having the enough seating capacity for students and teachers and is used for many cultural activities i.e., Talent hunt programme, Jhankar Utsav.
2. **Gymnasium:** The institute has a well-equipped and well-maintained gymnasium hall facilitate students for their physical as well as mental health.
3. **Yoga centre:** Yoga sessions are performed in the open area of campus to maximize the benefits of yoga. Every year international yoga day is celebrated by the institute with full enthusiasm.
4. **Sports facilities:** The institute has a well-maintained sports ground with an area of 4 acres supporting outdoor games. Indoor games i.e., Table tennis, carom board, chess and boxing are well flourished in the Table tennis (TT) hall. The sports deptt. have different sports items like the javelin, shot- put, hammer, discus, high jump, volleyball, badminton rackets, T.T. table, T.T. rackets, carom board and boxing gloves
5. **Library:** The institute has a fully functional air-conditioned library having enough separate seating area for students and teachers. Books are issued and return through ILMS software SOUL as a result of partial automation of library.

File Description	Documents
Upload any additional information	View File
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.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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)	View File

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

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

103.19

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)	View File

4.2 - Library as a Learning Resource

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

Library of Rajiv Gandhi Govt. College, Saha (Ambala) started along with the establishment of college in 2006 to cater to the academic needs of the faculty, students and staff. The college library is located at ground floor. The area of Library is 2245 sq.ft. There are 9728 books, 05 magazines and 06 newspapers. The library working hours are from 9 a.m to 4 p.m on all working days. Every day on an average 65 students and 10 faculty members visit college library for reading and borrowing books. It has a spacious reading hall with four air conditioners. The library is well equipped with proper sitting arrangement, ample lighting and full ventilation system for teachers and students. The library area can accommodate approximately 100 users at a time. For enhancing security, closed circuit cameras have been installed. Fire safety units are also available. The library is partially automated with integrated library management system ILMS SOUL 2.0. The various housekeeping activities of library such as data entry, issue and return and renewal of books, member logins etc are done through software. The students are given unique ID. The college library has its own colour photostat machine and lamination machine which are used for printing and laminating Identity cards of students. During the year 20 wooden chairs and wooden corner was purchase.

File Description	Documents
Upload any additional information	View File
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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****91302**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****75**

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****IT Infrastructure Maintenance and Upgrades:**

The college recognizes the critical role of IT infrastructure in enhancing teaching, learning, and administrative processes. The introduction of ICT tools and adoption of e-governance systems such as HRMS, MIS, Online Admissions, and ERP have led to regular upgrades in computers and internet facilities.

The college is committed to promoting IT-based education by continually assessing and upgrading its infrastructure based on stakeholder requirements.. All departments are equipped with desktop computers, printers, and reliable broadband/4G connectivity.

Current IT Resources:

- The college has two computer labs with internet access, one English language lab, and a fully automated library
- There are a total of 112 computers in working condition across the institution.
- Six large-screen computers were received from the Public Works Department (PWD).
- The college has 10 internet connections (Jio) and 2 broadband Wi-Fi connections (BSNL) having bandwidth greater than 50MBPS
- Fully automated library with digital systems
- The administrative block is fully equipped with computers, scanners, and photocopiers.

The college remains dedicated to strengthening its IT infrastructure to support a dynamic and technology-driven learning environment

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

4.3.2 - Number of Computers

112

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****185.57**

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

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

Rajiv Gandhi Government college, Saha (Ambala) receives guidelines and procedures from Department of Higher Education, Government of Haryana for utilizing government grants and funds for maintaining physical, academic and support facilities and infrastructure. Any kind of repair or maintenance is done as per the guidelines of respective funds and grants. For instance, If any sports article needs to be purchased then it will be purchased from sports grant. Likewise if repair is needed in any sports equipment then sports fund will be used. Same procedure is followed with all laboratories, computer labs and library items. Every year the college receives grants for purchase of library books and equipments, laboratory equipments, sports articles, computers and other physical infrastructure. On the other hand, the college possesses funds that are realised from the students fee like computer fund, sports fund, physics, chemistry, botany and zoology fund. Items that are required for the students for their routine study throughout the year are purchased from these funds. These funds are also used to repair and maintenance of physical, academic, sports, computers and classrooms etc.

File Description	Documents
Upload any additional information	View File
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

541

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
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	A. All of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Link to institutional website</td><td>http://gcsaha.ac.in/images/3/MultipleFiles/File28002.pdf</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of capability building and skills enhancement initiatives (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Link to institutional website	http://gcsaha.ac.in/images/3/MultipleFiles/File28002.pdf	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	http://gcsaha.ac.in/images/3/MultipleFiles/File28002.pdf								
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									
240									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
240									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

06

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

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

5.2.2.1 - Number of outgoing student progression to higher education

29

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

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

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.

05

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)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Various subject societies are formed by the departments of the institutions to facilitate students' representation and engagement in various administrative, co-curricular and extracurricular activities.

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

An Alumni Association is the reflection of an Institution's past, representation of its present and a link to its future. Alumni Association plays a positive role in many ways and acts as a support system, offering expertise, assistance in employability and scholarship. It is formed by former students of the college and the primary functions include: maintaining a connection between the institution and its alumni, fostering a sense of community among graduates and supporting the institution's goals. Alumni association plays an important role by contributing to the overall reputation and growth of the college by organising reunions, alumni networking events and career development opportunities. This association for the academic and professional purposes, often facilitates mentorship programs and fund-raising initiatives for the institution. An alumni association can also

significantly contribute to the development of an institution by providing support services such as guest lectures and career counselling. The college has registered its Alumni Association on 28/3/2023 as ALUMNI ASSOCIATION RAJIV GANDHI GOVERNMENT COLLEGE, SAHA.

Two Alumni Meet were held in 2023-2024: on 20-9- 2023 and on 5-3-2024. In future also, we will continue to strive to ensure that the alumni association functions effectively and continues to succeed in the coming times.

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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College was established in 2006 with an aim to provide higher education to the needy students who hail primarily from agrarian and proletarian classes. Since its inception, the college has earned a reputation of being a leader in Higher education in the Saha region and catchment areas.

The vision of Rajiv Gandhi Government College, Saha (Ambala) is to impart multidisciplinary quality education to the students along with requisite life skills for their holistic development. In view of its vision, the college functions as per rules, guidelines, and directions of the State Government, Department of Higher Education, Haryana and its affiliating university Kurukshetra University Kurukshetra.

The mission of the college is to imbibe professional skills along

with moral ethics by imparting quality education in a way -

To promote and disseminate multi-disciplinary knowledge to all the students of this area.

To provide affordable and high-quality education to the students of this area.

To provide education to the girl students of this area in a safe and secure environment.

To inculcate the moral values among the students.

To develop the professional skills among the students.

To provide the opportunities to the students for their holistic development.

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

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

The Principal monitors the mechanisms for good administration and ensures proper implementation of the policies, rules and action-plans for the betterment of the college. Academic and administrative planning is periodically chalked out by IQAC and the College Council.

Being a significant government institute and having effective leadership and good governance the college envisages proper upliftment of the marginals of this region and thus cherishes the mission to work in that direction. The entire teaching staff and non-teaching staff is divided into various committees and cellsetc.

All the committees function responsibly to execute the plans and organize various activities for the all-round development of students. The academic performance is also monitored by the

Principal by holding regular meetings with Head of Departments and faculty of various departments.

All committees/ cells have a convenor and a few members who function as a team under the overall directions of the Principal. All decisions concerning the institution like introduction of new courses, proposals for grants from the gov, disbursement and utilization of grants and funds, planning of co-curricular activities etc. are made after due deliberations with the stakeholders which is the indicative that the governance is decentralized and participative.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27701.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Government College Saha is committed to bring excellence in all fields so that students acquire skills and confidence to face the challenges of the market. The salient features of the five-year Institutional Development Plan are

i) Introduction of new UG & PG programs according to the demand for employability.

ii) The accreditation of the college by NAAC.

iii) To nurture innovation, creativity, research and experimentation.

iv) To provide the state-of-the-art infrastructure, good ambience and ethical work culture.

v) To promote heterogeneity and demographic diversity in student enrolment etc.

The faculty members led by the Principal and College Council members have been striving towards implementation of

Institutional Development Plan (IDP). The Institutional Plan of RGGC Saha for the period 2017-2022 have been achieved by the college with the financial support of Department of Higher Education, Haryana. The members of Internal quality Assurance Cell and College Council plans for the proposed actions to be taken for the implementation of IDP in the beginning of each academic year. The activities to be carried out to achieve five-year IDP is divided in the span of Five year and then proposed strategic plan of each academic year is prepared and tried to achieve.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The academics and administration are governed by Haryana Civil Services Rules (2016) and the specific guidelines issued by the Department of Higher Education, Haryana and Kurukshetra University Kurukshetra from time to time.

The recruitment of teaching and non -teaching faculty is through the Government of Haryana Constitutional bodies such as Haryana Public Service Commission and Staff Selection Board. The college is affiliated to Kurukshetra University Kurukshetra and is included in the purview of UGC in under Section 2(f) and 12(b).

Each committee is headed by a Coordinator /Convenor who is a senior faculty member and a few teaching and non-teaching staff members so that the administrative work related to the general. administration, academics, infrastructure maintenance and development, quality issues and student welfare issues are well taken care of. In some committees the student members are also included. All the convenors report directly to the Principal. Heads and committee coordinators are given full autonomy within the policy/ rules framework to bring in participative management and decentralization of powers. Regular financial audits are

executed in the college by the local audit department and by Accountant General of Haryana.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27698.pdf
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Working within the framework and guidelines of the Government of Haryana und Higher Education Haryana the institution duly follows the effective welfare measures for teaching and non-teaching staff. The college administration also tries to give all facilities and benefits to the staff with a belief that it will boost their output and lead to the growth of the institution. Therefore, various government welfare schemes for the teaching and non-teaching staff have been implemented.

Provision of duty leave to attend Orientation course/ Refresher course/ Short-term course/ Workshops/ Seminars/ Webinars/FDP/ Induction trainings are provided to the newly recruited teachers

For Non- Teaching staff:

Class four employees enjoy cycle/conveyance allowance of Rs. 200/- p.m., washing allowance and uniform allowance of Rs 440 p.m.

The sweepers are entitled to claim Rs. 625 p.m. as Safai Karam Chari Allowance.

Class 3&4 non-teaching are entitled for Wheat Loan without interest of Rs. 18000/- and Diwali/Festival Bhatta. Computer loan, marriage advance, festival advance

provision of compensatory leave in lieu of works done by them during holidays.

For Divyang employees:

Enhanced income tax rebate. Conveyance allowance. Two years of extra service tenure. Promotions quota in service. In addition to the above-mentioned facilities, other welfare measures are also introduced.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27705.pdf
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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

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

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

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

3

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

For the Performance Appraisal System, the college has been maintaining an effective Internal Quality Assurance Cell to assess, analyze and ascertain the performance of the teachers for CAS (Career Advancement Scheme). Since 2014, all the teachers are required to earn APAR (Academic Performance Appraisal Report) scores for the CAS. At the end of each Academic Session, IQAC of the college circulates the message to submit the self-filled APAR proformas. The APAR scores are verified by the IQAC for 2 categories:

Table I includes the information of teaching staff members related to their teaching and involvement in College related activities. Table II includes the information related to research scores of teaching staff members. The IQAC of the college verifies the APAR proformas of teaching staff.

The performance Appraisal of non-teaching staff is done by the Principal of the college. The promotion and ACP (Assured Career Progression) of non-teaching employees is done by the Director, Higher Education, Haryana and these cases are sent along with their Annual Confidential Report by Principal.

For Self-appraisal the teaching staff fills Annual Confidential Report online. These are verified by the principal and thereafter are forwarded to the Director Higher Education, Haryana who is the final approving authority.

File Description	Documents
Paste link for additional information	http://gcsaha.ac.in/images/3/MultipleFiles/File27702.pdf
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

Regular internal audits are conducted by the Higher Education Department for each fund and grant to ensure optimal utilization of the same. The HEI has a well-defined process for financial auditing. The Principal of the college appoints one of members of the staff as the bursar of the college for maintenance of accounts of fee/ funds and grants. All the financial work is supervised by the Bursar and he ensures drawing and disbursement of the funds as per rules. Therefore, the Bursar, purchase committee and the Principal are the first tier of financial auditing and budgeting and act as Internal Audit. Cash books and day books are also thoroughly checked by the internal audit committee. Internal audit ensures compliance with laws and regulations and helps to maintain accurate and timely financial reporting.

Besides this, the institution also conducts External Financial Audit; it has two parts namely Funds Audit and Grant Audit. The Funds Audit is done by the Local Audit Department of Haryana Government. In our College, Audit of Funds has been done up to March, 2022. So far as the Audit of the Grant is concerned, the College has written a letter to the AG Office.

As far as the matter of settling Audit objections is concerned. During the year 2023-24, the college received a letter from local audit department to settle the Audit objections. The Team of Auditors visited the college, but the report is yet to be received by the college.

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

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

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

0

File Description	Documents
Annual statements of accounts	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)	View File

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

The college, being an affiliated government college, has set procedures for mobilization of funds and optimal utilization of resources. All the instructions and guidelines issued by the Department of Higher Education; Haryana are strictly followed.

There are about twenty-seven funds. These funds are realized from students according to the rates fixed by the Dept of Higher Education. Management of fund utilization is carried out with best accounting practices maintaining transparency. A day book is maintained by the fee clerk and is daily signed by the Principal. All cash collected is deposited in the government treasury on the same working day.

The Head of the Institutions fully authorized to make expenditure out of these funds according to the provisions and after observing all formalities. A Purchase Committee of not less than three members is formed by the Principal (one member should be from the concerned subject / Department) and the expenditure is made on the recommendations of the committee.

Various grants are received from the State Govt/ Dept of Higher Education with the specified objectives. These are to be utilized within the same financial year while funds continue to exist as they can be utilized as and when the needs arise.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of Rajiv Gandhi Government College, Saha (Ambala) has been active since 2015 to ensure quality in performance and formulate plans for continuous betterment of the institution. Internal Quality Assurance Cell (IQAC) has been instrumental in preparing Five Year Institutional Strategic/Development Plan 2017-2022 and 2022- 2027. While preparing these Institutional Strategic/ Development plans, every aspect of the institution is taken care of, where development of any kind is needed. Further, these Institutional Strategic/ Development plan contains the futuristic developmental goals of the institution.

All policies and plans for institutional activities and programs etc. are finalized through assessment and supervision of Internal Quality Assurance Cell.

Internal Quality Assurance Cell (IQAC) external and internal meetings are regularly held. In the beginning of each Academic session, a proposed strategic plan for the development of the college is prepared. This plan is prepared keeping in view all proposed activities, improvements and developments which are to be carried out throughout the session.

IQAC scrutinizes all aspects where improvement is needed- be it Teaching Learning pedagogy or infrastructure. IQAC strictly adheres to the guidelines of the Director General Higher Education, Haryana to verify the API scores of the faculty mandatory for their CAS.

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

The IQAC of the college reviews not only the academic and operational planning of teaching learning processes also evaluates the teaching learning process through student feedback and analyze the result department wise. The following steps have been taken up by IQAC to improve the teaching learning process:

1. Arranging extra classes to the subjects needs more time for preparation.

2. IQAC motivates the faculty to use ICT tools and other techniques.

3. Faculty of the college also advised to guide the students regarding career opportunities available for them.

4. Organizing group discussions and doubt clearing sessions in the classes.

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

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

D. Any 1 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://gcsaha.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=Wk0c6UZkyrg=
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

College organises activities which promote gender equality. Boys and girls are provided equal opportunity in all activities. Female students can submit their complaints to Women Cell which tries to resolve the issues in shortest possible timeframe. College strives to sensitise the students regarding gender equity. Mentor-Mentee groups have also been formed in college whereby every student is assigned to a teacher so that boys and girls can receive proper guidance. NSS and NCC provide equal opportunity to both girls and boys to actively contribute to nation building. Anti-Ragging Committee, Internal Complaints Committee and Grievance Cell strive to maintain healthy and safe environment within campus for all irrespective of gender.

The College has zero-tolerance policy towards any kind of gender discrimination, sexual harassment or eve-teasing. Special focus is kept on gender equity during Orientation Programmes. Anti-ragging policy is strictly enforced. Female employees enjoy maternity leave and childcare leave as per norms. Paternity leave is given to the male employees as per norms.

Activities related to gender equity and female empowerment are conducted. Self-defence training is given to girls. College has facilities such as Girls Common Room along with sanitary pad vending machine. Female washrooms are equipped with sanitary

napkin incinerators.

File Description	Documents
Annual gender sensitization action plan	http://gcsaha.ac.in/images/3/MultipleFiles/File27845.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gcsaha.ac.in/images/3/MultipleFiles/File27844.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management

- Single use plastic banned within campus.
- Disposal of assignments and answer sheets through authorised scrap vendors ensures recycling.
- Large dustbins have been kept at several locations within campus. Separate waste bins provided for biodegradable and non-biodegradable waste.
- Two compost pits to manage leaf litter and biodegradable waste. Biodegradable wastes dumped in composting pits to facilitate formation of natural manure to nurture plants in campus.
- Measures taken to reuse discarded dustbins, containers etc into useful things.
- Broken glassware, test tubes, beakers etc. segregated and

disposed of in separate bins.

Liquid waste management

- Wastewater collected in sewerage plant and diverted for various uses.
- Alarm system installed in overhead water tanks so that water supply is cut off timely and no water gets wasted.
- Rainwater harvesting systems in campus to recharge groundwater.

Biomedical waste management- No biomedical waste produced.

E-waste management

- Govt. norms followed as per e-waste policy of Government of Haryana for disposal of electronic waste.
- UPS batteries exchanged for nominal cost (buy back offers) with vendor of new batteries.

Hazardous chemicals and radioactive waste management- There is no hazardous chemical or radioactive waste produced. Chemistry Laboratory liquid wastes are diluted before discarding. Strong acids are neutralized before discarding.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://gcsaha.ac.in/images/3/MultipleFiles/File27829.pdf
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities****B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**C. Any 2 of the above**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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).

College values all irrespective of gender, race or religion and ensures that no discrimination is made on cultural, regional, linguistic, communal or socio-economic basis. Anti-ragging norms are strictly followed.

Promoting cultural and regional diversity

The College organises Talent Show and Jhankaar to promote cultural activities and to provide platform to students to learn about regional diversities of nation. Students present a flavour of culture through drama, folk songs and dances of different Indian states.

Educational opportunities

Institution aims at providing educational opportunities to students irrespective of their backgrounds. Scholarships are extended to students from Scheduled Castes and Backward Classes. Reservation of seats for students from EWS, SC/ST and Backward

Classes are followed as per guidelines of Kurukshetra University Kurukshetra and Directorate of Higher Education, Haryana.

Communal harmony

College makes efforts to maintain unity between individuals from different backgrounds. Students are made aware about moral values and responsibilities during orientation programme. Important days such as National Unity Day and festivals such as Diwali, Karwa Chauth, Teej, Gita Jayanti and Lohri are celebrated thereby promoting mutual respect and tolerance. College has active units of NSS, NCC, Cultural Cell and Women Cell which carry out activities to promote harmony.

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

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

College strives to promote the feelings of patriotism and nationalism in students and staff. The college has very proactive NSS and NCC units. They frequently carry out activities with the aim of inculcating national values and ethics. Students are reminded of their constitutional obligations through rallies, lectures, cleanliness drives etc. Independence Day and Republic Day are celebrated every year with full fervour in the college. Legal Literacy Cell and Political Science Department organise activities to promote awareness regarding constitutional values, rights, duties and responsibilities. National Voters' Day, Constitution Day, Hindi Diwas, National Youth Day etc. are enthusiastically celebrated to instil patriotism and to promote the principles of service, liberty, equality and fraternity in the students. Activities such as lectures, speech competitions, awareness campaigns etc are also organised to raise awareness regarding voting rights amongst students and society. National campaigns launched by the Government of India such as Swachh Bharat Abhiyaan and SVEEP (Systematic Voters' Education and Electoral Participation) are undertaken thereby fulfilling responsibility towards the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The College celebrates various national and international events and festivals by organising various activities. College makes efforts to maintain unity between individuals from different backgrounds. Celebrating festivals of different cultures and religions creates a harmonious environment and promotes community spirit. Various festivals such as Diwali, Karwa Chauth, Gita Jayanti, Ravi Das Jayanti, Teej and Lohri are celebrated thereby promoting mutual respect and tolerance. Important national festivals such as Republic Day and Independence Day are celebrated with full fervours. Students and teachers recited

patriotic poems and sing patriotic songs to raise awareness about unity and historical achievements. This is followed by sweets distribution. Other important days such as Hindi Diwas, Bharatiya Bhasha Diwas, National Women's Day, National Science Day etc are also celebrated. National Voters' Day, Constitution Day, National Youth Day, National Unity Day etc. are enthusiastically celebrated to instil patriotism. International days such as International Literacy Day, International Day against Nuclear Tests, World Mental Health Day, Earth Day etc are also celebrated. The College also organises lectures on the anniversaries of the great Indian personalities such as Sardar Vallabh Bhai Patel, Netaji Subhash Chandra Bose, Swami Vivekananda etc.

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

7.2 - Best Practices

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

1. Promotion of Environmental Consciousness

- To implement sustainable green practices on the campus
- To encourage young people to adopt green lifestyle
- To adopt eco-friendly practices to lessen carbon footprint.
- To generate environmental awareness through active collaboration between students, faculty and society.

Eco Club regularly organises activities to promote spirit of environmental consciousness amongst the students. NCC and NSS units also carry out several environment-friendly activities. Adoption of Green Policy and promotion of environment-friendly practices in the campus has resulted in a clean and green campus. The rainwater harvesting system and the compost pits show the seriousness of the institution towards implementing practical solutions to environmental problems.

2. Women Empowerment

- To promote gender equity
- To raise the status of women through education and to empower them to exercise their rights judiciously in their transactions with the society
- To instill the importance of health, hygiene and nutrition for women

The college has made a deep impact on the mind-set of rural people. A significant change is now visible as the parents are ensuring that their daughters receive higher education. Ratio of girl students is increasing every year. Department of Physical Education witnesses girls' active participation in sports events.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Excellence in Sports

Rajiv Gandhi Government College, Saha has been established in rural area. Most of the students here come from predominantly backward and weaker sections of the society. Besides imparting academic education, it tries to extract and polish other skills of the students through various extra-curricular and sports activities conducted by the college. Physical Education department of the college is doing excellent job in this direction by creating awareness and motivation among students about different kinds of sports, martial arts, etc.

College shows a remarkable growth in different sports activities since its establishment. It organises Annual Athletic Meet every year since its establishment. Some of our students show excellent performances in different sports activities at Inter-college level, University level, and State level. During the sessions from 2018-19 to 2022-23, the college athletes bagged several medals in the events of Martial Arts in the Inter-college Championship held in Kurukshetra University, Kurukshetra.

Continuing the tradition in 2023-24, one girl won a silver medal in Inter-College Taekwondo and qualified for Camp of All India Inter-University. In Inter-College Karate Championship, two girls bagged silver medals, and two girls won bronze medals. Two girls qualified and attended Camp of All India Inter-University Karate Championship.

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

7.3.2 - Plan of action for the next academic year

1. To organize an Orientation program for the newly admitted students in August 2024
2. To organize the Third Convocation function in August 2024
3. Cultural program - Talent search function is to be organized
4. Alumni Meet to be organized in September, 2024
5. Mid- Term Examinations will be organized in October 2024
6. Meetings with Heads of Departments will be arranged on monthly basis to discuss performance and need of corrective actions required to improve students' performance
7. Various curricular activities will be organized as per the proposed activity plan submitted by all the Departments.
8. A National Level Seminar will be organized under the IQAC.
9. Yoga, Meditation camps and Annual Athletic meet will be organized in Feb/ March 2025.
10. Extension Lectures will be organized under Placement Cell and Intellectual Property Rights (IPR) Cell
11. Recruitment of new students as NSS volunteers & NCC Cadets will be completed under NSS and NCC of the college.
12. Camps will be organized under NSS
13. Mentors Classes will be organized twice a month for mentoring students.
14. A Blood donation camp will be organized under Red Cross society of the College.
15. A Health Check-up/ Anemia Checkup camp, Self- Defense workshop, Extension lectures will be organized under the Women Cell of the College.