Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**FGM GOVERNMENT COLLEGE, ADAMPUR**
Name of the head of the Institution	**Dr. Lalit Bhushan Arya**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01669243153**
Mobile no.	**9215966506**
Registered Email	**gcadampur@gmail.com**
Alternate Email	**iqacadampur@gmail.com**
Address	**Bhadra Road, Mandi Adampur, Hisar**
City/Town	**Mandi Adampur**
State/UT	**Haryana**
Pincode	**125052**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Ms. Jyoti Bala**
Phone no/Alternate Phone no.	**01669243153**
Mobile no.	**9466242950**
Registered Email	**iqacadampur@gmail.com**
Alternate Email	**gcadampur@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://highereduhry.com/index.php/colleges?cid=29

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gjust.ac.in/admin/calendar.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**65.25**	**2003**	**16-Sep-2003**	**15-Sep-2008**
2	**C**	**1.82**	**2014**	**24-Sep-2014**	**23-Sep-2019**

6. Date of Establishment of IQAC

10-Dec-2012

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Submission of AQAR	**31-Dec-2018**	**3**

	1	
Submission of AISHE Data	31-Dec-2018 2	3
Feedback from stakeholders (students) collected, analysed and used for improvements	13-Sep-2018 05	400
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No fund received	NIL	NIl	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	<u>View File</u>
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

. Use of effective ICT based TeachingLearning Process. . Movable Trollies fully equipped with an audiovideo system for each floor of the various teaching block. . SMS facility for students used for providing realtime communication. . Career Counseling Cell for students to cope up with industries and provide opportunities for students. . The value of green initiatives was highlighted by the IQAC and various drives like Tree plantation, Say No to Plastic and Cleanliness Drives and carpooling were executed.

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

Plan of Action	Achivements/Outcomes
File attached	File Attached
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	23-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	31-Dec-2018

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	HRMS for employees Siksha Setu mobile app for students by Dept of Higher education

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College follows the curriculum designed by Guru Jambheshwar University of Science & Technology, Hisar. The college adheres to the guidelines laid down by the State Government in general and the University in particular. We try our level best to provide 180 days of teaching in a calendar year. The institution has developed a structured and effective implementation of the curriculum. Academic Calendar: At the beginning of every academic year, the college chalks out an academic calendar according to the academic guidelines provided by the concerned university. The principal of the college sets the time table schedule of each subject for teaching which includes lecture hours. The central time table duly prepared by Time-table committee is displayed on the notice board for information to the students and faculty members. Distribution of syllabus curriculum: The head of the departments conducts academic planning meeting to

plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within the stipulated time. If for any reason, a faculty fails to finish his/her syllabus within the stipulated time, he/she is being asked to arrange extra classes for his/her subject. Lesson Plan: A Lesson plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. It gives an insight into how the lecture class will be handled throughout the semester. Reference/Textbooks to cater syllabus: As per the requirement, new books are ordered with the concern of subject teachers and students. For the implementation of the curriculum, teachers have included teaching methods such as presentation, unit tests, assignments, and seminars for effective teaching. Information about any change in curriculum: The College receives regular updates of circulars through the letters and emails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teacher about changes in curriculum and gives them a copy of the same. The faculties receive all sorts of support from the university and college to understand the curriculum. Timely meetings are conducted and instructions are given for submission of Assignments and conducting the Unit test and internal test are well planned and executed before the final examination. Use of modern ICT tools for content delivery: However, the college situated in a rural area where it caters the need of education to the students. With the help of modern ICT tools, the colleges try to provide curriculum in an effective way. The college has 7 portable ICT enabled trolley system on each floor of different academic blocks. It is the first-ever initiative in Government Colleges in Haryana, FGM Govt College, which motivates the faculty members to record the lectures. As a result, near about 70 lectures has already been recorded in the studio and broadcasted on YouTube Channel. It provides the facility to the students to see later.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	30/06/2019	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No New Program introduced	30/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Non-Medical	02/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Compulsary Computer Education Certificate Course	01/07/2018	805
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Geography	34
BA	Geography	112
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
Feedback System : The development of any college depends upon a wellfunctioning feedback system. It needs a radical preparation to initiate, launch and implement the feedback system. FGM Govt. College, Adampur (Hisar) has been practicing a feedback system by accommodating all the stakeholders including faculty, students, alumni, employers, and parents, to improve the performance and effectiveness. Feedback is collected at departmental as well as collegelevel in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. STUDENT: The feedback from the students is obtained at the end of the semester/academic year. When the feedback of a faculty is not encouraging, a structured Improvement Plan is there in the college with the help of which the concerned faculty is counseled by the Head of the Department to improve their performance. Feedback from students paves the way for improved pedagogy delivery in lecture, tutorial and lab classes. Cognizance is also taken from the feedback to improve training, internship, project work and placement. FACULTY: The college has made it a practice to conduct an allfaculty meeting, periodically, where the ways and means of enhancing the curriculum, academic discipline, TeachingLearning process. Faculty is motivated for conducting research take part in conferences, workshops, orientation courses and refresher courses. The appropriate suggestions from faculty members are put forward to the respective departments for implementation. Regular teachers' meets are organized. ALUMNI: As the alumni is found to be the brand ambassador(s) of any college, the feedback of the alumni is taken with due considerations. Regular meetings are organized for collecting the feedback. The feedback report is forwarded to the Principal for taking the cue of the positive performances and scope for improvement. Other than alumni, the other stack holders like social activists are involved in the feedback system. PARENTS: As an important part of

this system, the parent feedback is also obtained and analyzed. Some of the major parameters accommodated in the parents feedback include quality of teaching, students discipline, sports facilities available in college, lab facilities, examination system, student activities such as library, internet facilities, WiFi etc. The parents of the students whose performance in the continuous assessment test is poor are counseled individually and their feedback also gives due consideration. Appropriate actions have been taken on their suggestions. FEEDBACK RESULTS: The undergraduate and postgraduate students are evaluated through regular class tests, periodical assessment test, model examination and by conducting group discussions, assignments and extension lectures by experts of different fields. All internal examinations are conducted as per the curriculum of the university. Internal assessment marks of students have bifurcated concerns with assignments, unit test, and class performance. All the internal examination marks are analyzed by the subject and course in charge and the students are graded according to the marks obtained. The student difficulties are received discussed and structured remedial classes are conducted in order to help the student to progress. All the students are counseled by their respective mentors along with the subject.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Geography (Hons)	40	141	38
MSc	Geography	40	203	39
MA	Hindi	40	95	35
BCom	Commerce	200	291	132
BSc	Computer Sci.	100	77	22
BSc	Medical	50	179	44
BSc	Non-Medical	160	248	77
BA	Pass Course	520	1400	514
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	827	74	62	7	62

2.3 – Teaching - Learning Process

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

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

| 62 | 56 | 8 | 2 | 1 | 2 |

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

Student Monitoring: The overall development of the personality of students in a balanced manner is the central theme of government college, Adampur. A group of about fifty students is assigned to a teacher as a mentor. A mentor acts as a local guardian taking care of academic, personal and social problems of the students. For this purpose, a weekly mentor class is organized, in which a particular topic is discussed elaborately. Along with students are engaged in a friendly manner for discussing any of curricular, cocurricular and extracurricular activities. Where to contact and when to approach for any type of workrelated to students is discussed. Importance of selfdiscipline is discussed in detail, so that righteous path can be followed. In mentor class change in syllabus, the pattern of assessment, submission of assignments, filling of examination forms, weightage of minor /unit tests are told to students for their timely help and guidance. Students are guided to join one/more cocurricular or extracurricular activities like participating in programs of subject societies, as a volunteer of NSS, NCC, joining any sports event, participation in any cultural activity. They are told the importance of these activities in developing their personalities and motivated to participate excel in the field of their choice. Cocurricular activities provide a chance to show the hidden talent of the students. These activities play an important role in molding the personality of students in the desired manner. While extracurricular activities are important for physical and mental fitness of the students. Mentor collects every detail of students of his group so that a personal touch can be given while guiding a particular student for some problem faced by him/her. Students address along with phone number, phone number of parents, percentage makes obtained in lower classes, hobbies, career choice etc. are noted by the mentor in mentor register. These are vital information which tells about the social, economic psychological environment of the student under consideration. New socially relevant important issues are also taken care of in the mentor classes. Students are asked to respect each other especially female, other disadvantaged sections of society because every student is unique need attention. Social evils prevalent in the society are discussed students are pledged not to fall in any antisocial activity. Drug abuse, a new phenomenon is showing its head these days. Students are told about the ill effects of drug usage not to fall in the trap of druggists. Students are told about the various careers available for the studies they are undergoing. How to prepare and where to prepare for different competitive examinations is also dealt with in detail. Being a college situated in a rural area, employability is the primary concern for the majority of students. Mentor tells guides and motivates the students for getting their desired employment. Hence all do's and don't are discussed for developing a balanced personality in mentor classes. All socially acceptable traits are inculcated in the students for the benefit of society in general.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2313	56	1:40

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
61	62	0	62	19

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	No Awards Received	Assistant Professor	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	1st	27/11/2018	27/04/2019

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

Continuous Internal Evaluation (CIE) is the internal mode of assessment of student's performance. The college is affiliated to Guru Jambheshwar University of Science and Technology, Hisar adheres to the syllabus prescribed by the University. An academic calendar clearly specifying the date/time of various academic events to take place during the academic session should be notified prior to the commencement of the academic session. For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts two unit tests and two assignments per semester and also provides an improvement test, if needed. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. CIE marks are shown to students along with their answer scripts by the teacher concerned enabling them to have access to the evaluated answer scripts. The college also promotes the student to participate in science exhibitions, model preparation, programming skill competitions, group discussion, workshop, and seminar. CIE Components also includes MCQs, Quiz competition, home assignments, Lab Exercises and Practical. Science Society is also playing an important role in promoting students for participation in Science Quiz competition. The college encourages and guides students to participate in nationallevel competitions organized by other Colleges and Universities. The college gives facility to participate in competitive examinations and higher studies. Industrial visits are arranged for the students and students submit the visit report which is also evaluated for term work marks. For each program viz., UG and PG suitable components are included in their CIE. The participation and performance of students in sports, NSS, and other extracurricular and cultural activates is also given weightage. The feedback system is provided to the students for giving feedback on all fronts. The institute communicates progress report of their ward to the parents. It organizes parents and guardians meet to have a communication once in a year. By giving the home assignment, tutorials, problems and take follow up, help the student to explore various learning resources like the Internet and libraries etc. which will enable to develop selfstudy, analytical and reasoning capabilities. Students are encouraged to see video lectures (NPTEL), ebooks, models and charts.

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

Academic Calendar is provided by the affiliating university i.e. GJUST, Hisar. The examinations are conducted by the university on semester bases in June and Dec of each year.

2.6 – Student Performance and Learning Outcomes

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

https://highereduhry.com/index.php/colleges?cid=29&stub=program-&-course-outcome

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
M.Sc.	MSc	Geography	34	8	23.5
M.A.	MA	Hindi	22	13	59
B.A.	BA	Geography (Hons)	15	2	13.3
B.Sc.	BSc	Medical	21	6	28
B.Sc.	BSc	Computer Sc.	24	4	16
B.Sc.	BSc	Non-Medical	69	10	14.49
B.Com	BCom	Commerce	152	31	20.39
BA	BA	Arts	329	26	7.9

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2.7 – Student Satisfaction Survey

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

https://highereduhry.com/index.php/colleges?cid=29&stub=naac

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	Nil	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Seminar Organised	Nil	30/06/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	30/06/2018	Nil

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	No Agency	Nil	NIl	30/06/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
No	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	2	2

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

Department	Number of Publication
Defense Study	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
'Iron-Catalyzed Aerobic Oxidative Cleavage and Construction of C-N Bonds: A Facile Method for Synthesis of 2,4,6-Trisubstituted Pyridines	Dr.Kuldeep Mahiya	Asian Journal of Organic Chemistry (Wiley), 2018, 7(9), 1872-1881	2018	2	University of Delhi	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIl	Nil	nil	2018	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	43	2	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Rally	NCC, NSS	5	300
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Principals Honor on Republic Day	College Achievements	District Administration	300
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Sensitization	Women Cell	Seminar	2	80
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
ITI Apprentices Training Program	11	Department of Induatrial Training	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	01/07/2018	30/06/2019	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	30/06/2018	Nil	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
540000	540000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24569	8363968	0	0	24569	8363968

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	30/06/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others

	mputers	Lab		centers	Centers		nts	Bandwidth (MBPS/ GBPS)	
Existing	**128**	**3**	**2**	**1**	**1**	**7**	**18**	**2**	**4**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**
Total	**128**	**3**	**2**	**1**	**1**	**7**	**18**	**4**	**4**

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Recording System	https://www.youtube.com/channel/UCKDf6V Mc7GYsn1LBKkyQong/videos

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
520000	**497837**	**200000**	**198177**

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

https://highereduhry.com/index.php/colleges?cid=29

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language Lab	**01/07/2018**	**520**	**English Language Lab**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2018	Extention Lectures on topic What after Graduation and Time Management on 25.01.2019 delivered by Prof Nisha, Head and Associate Professor, Dept of Commerce, Govt. College for Women, Ambala City	79	79	0	0
2018	Two Extension Lectures were delivered by Mr. Ramchander Punia an Eminent Educationist and Career Counsellor on topic "What after Graduation" and "Techniques for Interview" on 22 Feb 2019.	218	218	0	0
		[View File](#)			

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus		Off campus	

Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	Divisional Level Job Fair at Govt College, Hisar	22	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	37	Graduation	Arts/Science /Commerce	MDU, KUK, GJU and Other insititutes	PG, B.Ed
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	20
View File	

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

Activity	Level	Number of Participants
Atheletic Meet	Institution	81
Talent Search	Institution	52
Swranjali	Institution	38
Base-Ball Tournament	Inter-College	120
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	International	1	0	97270458	Ashok
2018	Gold Medal	International	1	0	2121220052	Kiran
2018	Gold Medal	National	1	0	2121220178	Kiran
2018	Silver Medal	National	1	0	1380720114	Goldy
2019	Bronze Medal	National	1	0	00	Base-Ball Team Event

2018	Bronze Medal	National	1	0	2121220177	Anshul
2019	BRonze medal	National	1	0	2121220053	Vishnu
2019	Bronze Medal	National	1	0	97290019	Deepak
2019	Bronze Medal	National	1	0	2121220177	Anshul

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

The college student union perform and very effective role in uplifting the college vision. In the month of October, the student union was constituted with the guidelines of government. With a team of elected class representatives, the student union helps the student to sort out the problems that are related to not only educational purpose but also dear day to day routine problems. The IQAC cell invites student council in meetings so that their views can be incorporated and name their suggestions that helps the institution drop lift. For the help of students, the college has a complaint box in which they can put down their complaints and after getting the complaints from the students, the college authority taken appropriate action in regards of complaint. For the welfare of students, the college provides ample opportunities the students to work with teachers and other college functionaries. The students are involved in various academic co-curricular and extracurricular activities. Various designating cells, such as NCC, NSS, woman cell, legal literacy cell and many subject societies function with student support as they are involving in the planning and conduct of various events in the college. The feedback mechanism, student grievance cell and mentor groups help students to provide a platform on which their suggestions are incorporated.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

-The College has a decentralized system of administration where the various departments are managed by the concerned Head of Department. The faculty members of each department are encouraged by the HoD for developing the roadmap

for students. Lessons plans and charts for various academic and co-curricular activities are prepared at the initial stage before the commencement of the academic session. -HoD meetings and staff meetings are organized for developing better communication between the administration and teaching faculties. The matter regarding classes, exams and other co-curricular activities are discussed in the meetings and a positive feedback system is developed.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	As per affiliating University examination schedule, there is semester system and exam conducted in two semester in a year by the institution. The commencement of exam of odd semester is normally in the month of November and even semester is in the month of May of each year. The college follows a disciplined strategy for evaluating our students, which includes continuous evaluation is done through class tests, assignments, viva and presentations on the basis of these, sessional marks are assigned.
Teaching and Learning	The college follows a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, inquiry learning, hands on activities, case studies etc. We provide adequate infrastructural facilities for teaching learning. We have well qualified and experienced faculty members in all the Departments. With the concept of mentoring to provide special care for students who are considered as slow learners. Each faculty mentor has a group of 20-25 students whose overall growth and development are continuously monitored to faculty and their problems are discussed. It develops a strong bonding between teacher and students. Periodical class test and assignment provides a checksum to find out the progress of students. Special remedial class are conducted for weak students that helps them to improve their study performance.
Curriculum Development	F.G.M. Govt College, Adampur is affiliated to GJUST, Hisar and follows the curriculum and syllabus prescribed by the University for all its courses.

	Affiliated Institutions are not allowed to design their own curriculum. Rather, after every 5 to 6 years, University revise their syllabus and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum development. The need of change in syllabus is periodically communicated to concerned university. From the session 2017-18, CBCS system is also introduced by the university in affiliated colleges.
Admission of Students	The admission process is completely online from 2014 and it gives a transparent result for meritorious students. Admission process is started in month of June and at the end of July most of the process is completed. In the mid of July, classes are commenced as per the guidelines of the university. The college established Help Desk for students for resolving the problems faced by applicants and also provide the facility for filing up the admission form online in campus. Various committees of subject concern helps students for selecting the subjects of their choices.
Industry Interaction / Collaboration	Due to lack of resources as well as rural stuff of students, sometimes it is hard to make collaboration with the industries, however the Placement Cell of college make continuous efforts for provide opportunities to the students for placements. Our students participates in various Job Fairs as organised by different sectors and placed.
Human Resource Management	As the college is a Government College Salary, pay-scale and increments are given to staff members as per Government norms which leads to employee satisfaction. The college grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University and Government of Haryana. It also provides Maternity Leave according to norms to its female members. The college provide duty Leave for attending enrichment courses/seminars/conferences/workshops and exam duties. The faculty and staff members are entitled to avail summer

	and winter vacations as per guidelines of the University. The college has Biometric, CCTV facility which are used for human resource management.
Library, ICT and Physical Infrastructure / Instrumentation	The library materials via INFLIBNET library has also subscribed for online databases that can be browsed from 9 AM to 5.00 PM. The computer systems are available in library having internet facility. Library is having reprographic facility within the college campus. For the security of library materials, fire extinguishers are available with the library. Library is having 1 server and 05 computers for students faculty.
Research and Development	The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. The college encourages the research scholars by providing on-duty leave to focus on their research. The college motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing duty leave. The College encourages faculty members to pursue Ph.D programmes in reputed universities. The institute supports the researchers by providing high end computing facility with necessary software and with modern equipments. The college has a Central library that facilitates research-oriented books, journals e-journals for research reference

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

E-governace area	Details
Administration	To achieve the target of Paperless IQAC , committee members of it started using Google facilities like ? Google sheet:- For data collection from Various Departments. ? Google Docs:- To prepare notices and activity reports. ? Google Forms:- To prepare Feedback forms and get Online feedbacks of Students, Parents. ? Google Drives :- To keep all department-wise proofs. ? The college has Biometric attendance for teaching and non-teaching staff. ? The college campus is equipped with HikVision's 40 CCTV Cameras installed at various places of need. ? ICT has been introduced in the Administrative work. ? College staff uses smartphone with inbuilt social app like Gmail to

	communicate. ? WhatsApp Group helps to provide the brief notices of any event to happen on college. ? WhatsApp Groups are also used for awareness and of smooth functioning of the same.
Planning and Development	E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve communication, create a transparent system, and to be cost and time effective. The College uses personal e-mails . Important notices and reports are also circulated via e-mails.
Finance and Accounts	HRMS and E-salary software is used for billing and other kinds of financial transactions in the institute. E-salary software is managed by state government.
Student Admission and Support	The admission process is completely online and initiated by state government in the month of June. The Admission process is completed by the 15th july of each year. The College provides help-desk to the students if they feel any problem during the admission process and a centralized admission committee is constituted to perform all admission related tasks.
Examination	The affiliating university has semester pattern for examination in the months of Nov-Dec and May-June of every year. However, the college conducts an internal examination system by conducting House Exams and on the performance of the students, remedial classes provided to the slow learners.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	organised for teaching staff	organised for non-teaching staff				
2018	Nil	Nil	01/07/2018	30/06/2019	0	0

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Program	4	01/07/2018	30/06/2019	21
Orientation Program	11	01/07/2018	30/06/2019	28

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
62	62	24	24

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study Leave for Higher Studies by the Department. GPF, New Pension Scheme, GIS, Loan and Advances for employees.	GIS,NPS,GPF and Various Loan and Advances Schemes.	Various Scholarship Schemes for students belongs to all sections of society.

6.4 – Financial Management and Resource Mobilization

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

Yes, the college constitutes annual stock verification committees that make the audits of equipments available with the concerned departments and duly signed by the committee. Annually Audit of finance in respect of Grants, Funds etc is done by auditors appointed by Government.

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

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

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**No**		**Yes**	**IQAC Cell**
Administrative	**No**		**Yes**	**Auditor**

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

-Regular parent-teacher meet to discuss the performance of their wards. -Suggestions from parents are welcomed and implemented. -SMS system is adopted for parents to provide information from college.

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

-Training session conducted by Bursar for the financial system in which the process of purchasing and billing is explained. -Yoga training and stress management

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

-Digitization of administrative office. -Automation of Library. -E-launge section for accessing of e-journals, e-magazines and other online study materials.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	**IQAC Meeting**	**10/08/2018**	**10/08/2018**	**10/08/2018**	**7**
2018	**IQAC Meeting**	**10/12/2018**	**10/12/2018**	**10/12/2018**	**8**
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Slogan Writing on Women Empowerment	**23/08/2018**	**23/08/2018**	**16**	**3**
Rally on Women Empowerment	**24/08/2018**	**24/08/2018**	**300**	**210**
Pledge for girls'safety and tying of Sankalp Sutra	**25/08/2018**	**25/08/2018**	**600**	**400**

to Trees				
Extension Lecture ('Durga Shakti)	19/09/2018	19/09/2018	150	50
Self-Defence Camp	17/09/2018	20/10/2018	100	0
Educational Tour	28/01/2019	31/01/2019	43	0
Extension Lecture	11/02/2019	11/02/2019	130	20

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

Percentage of power requirement of the University met by the renewable energy sources

1. Regular classes of EVS to aware the students about the environment, change due to mankinds activities. 2. Most of the lights that were of CFL type are changed in LED as engery saving. 3. Proposal for Installation of roof-top solar panel as a source of renewable energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	2
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	16/07/2018	01	Orientation Program for new admitted students	College rules and ethics, Code of Cunduct for students, Information about various scholarship schemes	550

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	10/07/2018	The college issues guidelines regarding college ethics, scholarship schemes, examination rules, information of various committees and concern in-charges, anti-ragging etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation Program for new entants	16/07/2018	16/07/2018	550

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

1. Plantation Programmes organized by eco-club 2. Polythene free campus 3.Proposal to Government for Rooftop rain water harvesting 4. Keep the pool clean 5. E-wastage system 6. Initiative for installation of Solar Panel as a source of renewable energy. 7. Botanical garden prepared by Students of Botany Department.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice Use of Trolly Projector in Classrooms Objective FGM college, Adampur has a vision to provide the students effective and productive education. The trolly projector has become the integral part of the education process of college. Multimedia technologies help students to develop a wider and deeper understanding of the subjects they are learning. Context With the help of advanced computer bases technologies such as Trolly Projectors in classrooms, we can enhance the learning capacity of students and increase the teaching productivity and effectiveness of instructors Practice Almost all the teachers are using Trolly Projectors in their classrooms to make the difficult and complex concepts easy to comprehend. The topics of Science, Mathematics, Geography and History subjects particularly are dealt with this computer-based aid. Evidence of Success After the implementation of Trolly projectors in classrooms, it is found that students have begun learning the concepts with interest and enthusiasm. Topics which are difficult to be taught on blackboard like various charts, graphs, diagrams, maps etc. have become easy both for teachers and students. Best Practice 2 Title - Botanical Garden Objective The Botanical gardens are generally associated with environmental conservation, education and historical interpretation of various plants. For students, visiting such gardens makes them have new experience and learning. The basic objective of developing a Botanical garden is to maintain a healthy, interesting and diverse collection of plant materials that enable visitors to experience new plants and provide opportunities for learning. Context Botanical gardens act as "outdoor laboratories" for students and researchers. They cover subjects like botanical painting, composting, food forests, pruning, companion planting and medicinal herbs. Botanical garden adds extra beauty to College Practice The initiative of Botanical garden was taken under the guidelines by

Dr. Lalit B. Arya (former Principal) and Dr. Hoshiar Singh (Botany Deptt.) specially helped by Gautam Bhandari (Lab. Attendant). The Botanical garden of college covers 15040 feet and was established in session 2017-2018. Most of the plants are medicinal. Botanical garden is totally organic. Evidence of Success The achievement is that the garden is developed by students of B. Sc Medical without any help of gardener and or any other specialist. Every student of science stream donates one plant for garden on his / her birthday. The plants of botanical garden are used for practical purpose. Almost all medicinal plants are also grown by students. Seasonal plants/ ornamental plants are also grown by students for B.Sc. Medical practical work. Varieties of Plants: - (1) Algae - Ulothrix, Volvos, Oscillatoria, Oedoganium, chara (2) Bryophytes – Marchantia, Riccia, Fun aria, (3) Pteridohytes – Equisetum, Pteris (4) Gymnosperms – Cycas, Pins (5) Angiosperms Vernacular Name Botanical Name 1. Kachnar (Bauhinia varigata (camels boot true) 2. Amaltas (Cassia bistula) 3. Gulmohar (Delonix regia) 4. Ashoka (Sarana indicia) 5. Banana (Musa indicia) 6. Fig (Anjeer) Ficus carica 7. Kadamb (Neolamarckia Cadamba) 8. Arjuna (Terminalia arjuna) 9. Morpankh (Thuja unvicar) 10. Neem (Azadirachta undica) 11. Shisham (Dalbergia sissoo) 12. Cotton true (Bombax ceiba) 13. Rose (Rosa undica) 14. Peach (Prunus persica) 15. Guava (Psidium Guajana) 16. Satavari (Asparagus racemosus) 17. Guarpatha (Aloe Vera) 18. Sudersan (Cranium latifolium) 19. Sunflower (Helianthus annus) 20. Lyenda (Tagetus erect) 21. Peela Kaner (Thevetia Peruvaina) 22. Kaner (Nerium indicum) 23. Sada bhar (Vinca rose) 24. guldaudi (Chrysanthamum indium) 25. Amla (Emblica official is) 26. Brahmibuti (Centella Asiatic) 27. Bathua (Chenopodium Album) 28. Mausmi (Citrus sinensis) 29. Touch-me -no (Mimosa pudica)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.fgmgcadampur.in/

7.3 – Institutional Distinctiveness

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

FGM Govt College, Adampur is very keen on facilitating the academic environment to its stakeholders. Collegial academic cum curricular activity calender is prepared before the commencement of the academic session every year. The faculty members before the commencement of the semester, prepare the lesson plan and make it available to the students through webportal as well as pasted on notice boards. So many efforts are being made for changing the Teaching-Learning environment into activity-based learning with interactive sessions with students. Following are the methods adopted to transform the academic environment: - Changing the teaching methodology by encouraging the faculty to use power-point presentation where ever required. - Extensive use of recorded online – content and other Video lectures to support the Classroom teaching by the faculty of the college. -Students are encouraged to present poster and oral paper presentations. -Counseling system: Every Faculty member is allotted 15-20 students to whom one acts as a Mentor. The Mentor identifies the academic and personal problems of his/her ward. -Students are encouraged to participate both in curricular and extra- curricular activities. Each department arranges guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions. Another unique feature of the College is its students' council whose representatives are selected in a democratic manner by conducting student elections. Apart from NSS, NCC and Sports, the college encourages the students through various activities around the year to show their talents. The Vision and Mission of the College is well as the spirit of compassion, kinship and commitment for national harmony students. Social Responsibility Activities like Go Green Activity through plantation,· Blood

Donation·camps, Awareness rallies

Provide the weblink of the institution
https://highereduhry.com/index.php/colleges?cid=29

8.Future Plans of Actions for Next Academic Year

The Academic-cum-curricular activity Calendar: The Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional curricular activities. This year, we plan to make the Academic Calendar more 'action-oriented', as per the needs of various Departments. More extension lectures based on job-oriented topics, industrial interaction and industrial visits will be scheduled, so that students can meet the required skills from industries. 1. Initiate NSS in more effective manner: National Service Scheme (NSS), is the Governments ambitious scheme to inculcate the sense of service, nationalism and humanity among youth. Through this scheme we would sensitize the students for serving the society as well as the Nation. Various activities like Swachh Bharat mission, Various campaign for awareness in the society will be a part of NSS. 2. Pre-Placement Activities: We are planning to conduct several pre-placement activities for the final year students of various courses, so they can avail the placement opportunities in campus as well as off campus like Job fairs. Placement cell will conduct Job-oriented seminars and talks of experts to train students to bridge the gap of institute and industries. 3. Alumni Registration: In this academic session, we also plan to initiate the process of registration for the alumni. As the College is single one college since from 1981 in this area, contributing towards the society with education and culture. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organisations globally. 4. Course Management: To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. These have already been circulated to faculty members. Also, progression of each student will be tracked to cater to individual differences. 5. Recycle-Reuse-Reduce: Keeping in mind the environment being harmed unnecessarily because of use of paper for reporting and record keeping, we would like to initiate the triple R solution for various processes. The aim is to move towards paperless office, for which we would identify various processes which can be made completely paperless in the first stage. Adding more processes to have a seamless system with minimum use of paper and hence contribute towards protecting tress and saving the earth. 6. Infrastructural Growth: However, the college has enough infrastructure to cater the need of students, but there is a need of seminar Hall for conducting various types of activities such as expert lectures, talks and many more. The college will initiate the process for approval of the seminar hall.