



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE FOR GIRLS

GOVERNMENT COLLEGE FOR GIRLS, SECTOR-14, GURUGRAM
122001

www.gcgn.ac.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College for Girls, Sector-14, Gurugram has a unique distinction of its foundation being laid by the **first Prime Minister of India** Pandit Jawahar Lal Nehru in **1959**. The college also reserves the honour of receiving the **first president of India** Dr. Rajendra Prasad as the chief guest on its first convocation and Smt. Indira Gandhi and Giani Jail Singh on other occasions. It is one of the leading colleges in the state dedicated towards holistic development of **girls**. College is driving hard to instilling life skills and leadership capacity in girls enrolled. Since its inception, the college is committed to nurture young minds and removing socio-economic barriers and discrimination. The College envisions a world where women have their rightful place and are given due recognition as leaders who reach top positions in all sectors of human endeavour.

Government College for Girls, Sector-14, Gurugram has a **sustained legacy** of promoting and inculcating ideas of **equality, fairness and uprightness** in the institution. It fosters a vision of **gender equity and empowerment** through its teaching-learning, research and other activities. It works on creating an enabling environment for girls across all intersections including disability, sexuality, and socio-economic backgrounds.

The college is governed by the **Haryana Government** (<https://haryana.gov.in/>) through **Department of Higher Education** (<https://higherduhry.ac.in/index>).

Vision

“LIGHT MORE LIGHT” as our motto indicates our vision is to spread the light of education among women and to contribute towards their empowerment. (<http://gcggn.ac.in/images/34/Logo/Logo.jpg>)

Mission

1. To impart **quality education** to girl students.
2. To create a **conducive environment** for the academic growth and all-round development of students.
3. To provide compatible/professional education to enable the students to meet the **global market demands**.
4. To implement advanced **technological strategies** for the Teaching- Learning process.
5. To inculcate **moral/ethical values** among the students.
6. To ensure the **advancement** of Higher Education.
7. To undertake **quality related research** projects and training programs for both teachers and students.
8. To ensure the progress/growth of the institution from a **Center of Excellence** to a numero-uno institute of Advanced studies.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College has the **highest** number of sanctioned **admission** intake in the **state**.
2. The College offers **maximum** number of **programmes** among all girl colleges in the **state**.
3. The college has an **ambience** of well-maintained campus with lush green lawns sprawling over 32 acres.
4. The College has **six girls' hostel** where more than **700** girl students hailing from different area of the state and the country resides.
5. Various **scholarships** schemes are available for the **SC/BC/ Meritorious** students to overcome social inequality and reward achievements.
6. Number of **co-curricular** activities including NSS, NCC and Sports are held throughout the academic calendar.
7. **Regular** seminars, expert talks, workshops and other academic activities are organized to supplement the college teaching.
8. College provides ample opportunities for student **placements** with regular individual and collective job fairs.
9. College has an e-Learning center to nurture essential **21st century skills** among the students.
10. College is entrusted upon to organize **zonal level events** like Job Fair and many district level events like essay writing competitions, legal cell competitions and so on.
11. College has ample number of **labs** for different science subjects for experimentation.
12. College has robust **ICT infrastructure**.
13. College organizes **talent hunt** shows and students of the college bags maximum prizes during the university level **youth festival**.
14. Large number of college students makes it to the university level **merit** lists.
15. College has around **200** well qualified and dedicated **teachers** working towards the all-round development of the students.
16. Mentor-mentee system of the college forms backbone of **information dissemination** system and redressing student problems.

Institutional Weakness

The College is aware of the **unique opportunities and challenges** faced by young women in the 21st century. Every institute has some weaknesses along with its strengths. Some of them as far as our college is concerned are:

1. Lack of **academic independence**.
2. If vicinity to the **National Capital Territory (NCT)** is our strength on one side, it also happens to be weakness. Number of the students after passing qualifying examinations from Gurugram prefer to study in **Delhi**.
3. Most of the students hails from **rural** and low to mid socio-economic background. They need additional nurturing & care compared to peers.
4. Being an **exclusive girls** college sometimes can be a limitation with students being deprived of complete development opportunities.
5. Paucity of **non-teaching staff** puts extra burden on teaching staff. They have to perform additional institutional duties apart from the academic ones.

Institutional Opportunity

We have opportunities like:

1. Being at the center of **employers' hub** we have opportunities for more student placements. Gurugram contributes more than **one fourth** of Haryana's GSDP and more than 50% its IT deposits.
2. Implementation of **NEP-2020** would offer us opportunity to revise our academic strategy.
3. More **MoU** with the industry and academic institutes.
4. Infrastructure strengthening with the help of corporate houses out of their **CSR** initiatives.
5. Contribute towards **social and economic upliftment** of students and citizens at large.
6. Contribute towards **nation development** and promote **Indian Knowledge System**.

Institutional Challenge

The college do face some challenges including:

1. Being an **exclusively girl's** college offer some limitations and challenges.
2. **Vicinity to NCT** of Delhi bring stiff competition from institutes there.
3. Inculcate more **employability skills** under the existing academic framework.
4. The **semester system** shrinks the scope of non-academic events.
5. Students have suffered during the outbreak of **Covid pandemic**, to reverse their academic losses is going to be a challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government College for Girls Sector-14, Gurugram is affiliated to the **Gurugram University**. It follows curriculum prescribed by the University with the aim of nurturing and creating citizens who are independent in all arenas of life. Integrating the sustainable development goals, HEI core values college ensures effective curriculum delivery through a well-planned and documented process. Some salient feature of college Curricular aspect are:

1. Curriculum Delivery Planning

1. College prepares an **advance academic plan**, accommodating academic calendar, after due deliberations in meeting of HOD's.
2. The **syllabus** of various Programmes is **distributed** among students well in advance.
3. Special programmes are prepared for **slow learners and advance learners**.
4. PO, PSO, COs, Timetable and Lesson plans are **posted** on the college website and Notice boards.
5. Students are also encouraged to participate in **entrepreneurship** programme at **incubation center** established by the Department of Higher Education.
6. University guidelines are meticulously followed while awarding **internal assessment**.

2. Academic Flexibility:

1. College offers number of **certificate and value-added course**.
2. The ensure **digital literacy**, every student not opting for computer as a regular subject, has to

complete one year Compulsory Certificate Education (CCE).

3. Curriculum Enrichment:

1. Our college focuses on inculcating good **human values** among the youth of the Nation. The moral value education promotes good citizenship.
2. College has two NSS and one NCC units. They are involved in creating deep understanding of human values and awareness among the students.
3. The College strives for **all round development** of students, be it education, sports or cultural activities.
4. College offers **hostel facilities** to the girl students hailing from the far distances.
5. **Women empowerment** and gender equity are among top priorities of the college.
6. Students are regularly **counselled** by the **mentors** in the college on both personal and professional front.
7. Development of **professional ethics** is an integral part of curriculum delivery. E- learning center established in the college, under MoU, runs **several certificate courses** to enhance soft skills required in the professional world.

4. Feedback System:

1. College collects **regular feedback** on the academic performance and ambience from its stakeholders and immediate action is taken to accommodate viable suggestions.
2. The **department of higher education** has recently introduced a state level web-interface for online feedback collection.

Teaching-learning and Evaluation

1. Student Enrolment and Profile:

1. The College forms a **popular choice** among the admission aspirants.
2. Admissions are made on **academic merit**. Admission process is **online** and administered by the department of higher education at state level.
3. More than **95% seats** are filled during the admissions process.
4. College follows the **reservation policy** of the state government and more than 70% seats earmarked for various reserved categories are filled.

2. Student Teacher Ratio:

1. College has highest number of **sanctioned teacher strength** in the State.
2. **Teachers share** the unmet workload so that all classes are unmet, and students do not suffer.

3. Teaching- Learning Process: Overall teaching-learning process is student centric with some salient features like:

1. **Different pedagogical** approaches are followed to meet the student's requirements.
2. Students are encouraged to **participate** through group discussions, seminars and make power-point presentations to build their self-confidence.
3. Students are **encouraged** to participate in activities like science quiz and exhibition at different levels to showcase their innovative ideas and enhance their scientific temper.
4. Students are encouraged to participate in various **co- and extra-curricular activities** like NCC, NSS.
5. Students are nurtured by teachers to **improve critical thinking**, creativity, and problem-solving attitude.

4. Teacher Profile and Quality

1. Teaching staff is **experienced**, well versed, and qualified in terms of qualifications specified by the UGC and the State Government.

5. Evaluation Process and Reforms:

1. Mechanism of internal & external assessments is **transparent**. Guidelines issued by the affiliating university in this regard are followed in true letter and spirit.
2. Students are **assessed** at regular interval during the academic session.
3. Semester end examinations are **conducted and monitored** by the affiliating university itself.
4. Student grievances are redressed with highest priority level in a time-bound and efficient manner.
6. **Student Performance and Learning Outcomes:** POs, PSOs and COs are shared with students over the website well in advance and **academic delivery** is aligned with these parameters.
7. **Pass percentage of Students during last five years:** Pass percentage of the college has always been **above the university average**.
8. **Student Satisfaction Survey:** Regular surveys are conducted to measure student satisfaction level and make **adaptive changes** accordingly.

Research, Innovations and Extension

The college is primarily an undergraduate college. College is **thriving for excellence** in research and offers ample opportunities for co- and extra-curricular activities to students. Throughout the year extension activities are held in collaboration with the neighbourhood:

1. **Resource Mobilization for Research:** College receives endowments from government and non-government agencies.
2. **Innovative Ecosystem:** The college has undertaken various initiatives for creation and transfer of knowledge including:
 1. **Herbal Garden/ Botanical Garden** for students and research scholars to get experiential learning opportunities.
 2. Well established library with more than 2 lakh books, e books and an e-Learning Centre provide ample learning resources.
 3. Seminars, conferences, workshops, training programmes and expert talks by distinguished academicians are conducted regularly by the departments.
 4. Different **competitions** like mask making and mehndi making are organized to inculcate entrepreneurship skill.
3. **Research Publications and Awards:** State government has **adopted UGC guidelines** for appointment and Career Advancement of teaching staff. It makes compulsory for the teachers to undertake research work, make publications and attend conference/seminars.
4. **Extension Activities:** Extension activities are carried out around the academic year for benefit of students and neighbourhood community:
 1. Women Cell organised different programmes including seminars, training camps and workshops on topics like **self-defense, yoga, beautification, cooking & baking, jewelry designing** etc.
 2. Various **activities** were conducted by NSS units including **camps, seminars, workshops, rallies, candle marches** etc.
 3. NCC unit thrives to develop **sense of patriotism**, commitment towards the nation and contribution to national building among cadets.
 4. During first wave of Covid-19 pandemic, our staff members, weathering all infection threats, stood strongly in support of the **migrants** stopping at our institution **while plying**.
 5. During outbreak of more threatening **second wave of Covid-19**, state government choose college campus to establish **100 beds hospital** within in the college campus for isolation,

management, and treatment of Covid patients. The college staff residing in the campus extended all possible support to the district administration.

6. **Awards and recognitions:** Principal Dr. Ramesh Kumar Garg got **awarded twice** for the meritorious work done. Other staff members who were awarded for their **stupendous work** in different areas include Ms. Archana Soota (Sr. Associate professor), Ms. Rakhi Kaushik (Asst. Professor), Dr. Pushpa Antil (Sr. Associate Professor) and Dr. Lokesh Sharma (Asst. Professor).
5. **Collaboration:** College has signed multiple MoU with other academic institutions and industries for internship, on-the-job training etc.

Infrastructure and Learning Resources

The college has built strong infrastructures and offers spectrum of learning resources:

1. Physical Facilities:

1. The college is equipped with **40 classrooms, 14 smart classrooms**, seminar halls with ICT facility, classrooms equipped with LCD projectors, LED digital boards.
2. College has **well equipped laboratories** for different science subjects including Biotech, Botany, Chemistry, Commerce, Computer Science, Geography, Home Science, Math, Physics, Psychology and Zoology.
3. To improve **soft skills** in students college has setup a **language lab**.
4. To develop students' **physical strength and endurance**, college has adequate sporting facilities including playground with 200m track, basketball ground, badminton ground, volleyball ground, yoga facilities and open gym etc.
5. Generators having an aggregate capacity of 250 KW, UPS for uninterrupted power supply are installed in the college. Recently **300 KW rooftop solar system** has been commissioned under CSR activity of SBI Credit cards. This green solution would help reduce the electricity bill of college.
2. **Expenditure for infrastructure development and augmentation:** College received funds of more than **5 crore 11 lac**, under general development & RUSA, for infrastructure development and augmentation during last five academic years.
3. **Library as a Learning Resource:** The college library is well equipped, computerized (SOUL-3.0) and efficiently maintained. It houses invaluable academic resources for the students. The library presently boasts of an impressive stock of more than 2 lakh books, 2472 reference books, 164309 e-books, 12478 e-journal, including many e-content developed by teachers on institutional Learning Management System (LMS) and various MOOC platforms. To cater the academic need of hostel students, a reading hall is constructed with in the Hostel premises. During the examinations, hostlers are allowed to study there even **beyond mid-night**.
4. **IT Infrastructure:** Our institution has been upgrading its IT facilities. College has **abundant** ICT infrastructure including latest computers and internet connectivity.
 1. College has rented an Internet Leased Line (ILL) of 50 Mbps from BSNL.
 2. **Every department** of the college has been provided an Internet connection by extending the leased line through inter-block underground **fiber-optic network** and intra-block Wi-Fi.
 3. College has **264 computers** allocated to different departments.
5. **Maintenance of Campus Infrastructure:** College spent more than Rs. 9 lacs in maintenance during last five years.

Student Support and Progression

1. Student Support:

1. **Scholarship:** College offers various scholarship schemes to the students as envisioned by the State Government and others scholarship schemes of the Central government. To eliminate the malpractices and corruption in scholarship, **Haryana government** has introduced AADHAR linked Direct Benefit Transfer (DBT).
 2. **Development and skills enhancement:** Numerous activities are undertaken for development of soft skills, language & communication skill and ICT/Computing skills among students. Regular workshops are conducted for **inculcating life skills** including Yoga, physical fitness, health and hygiene are held throughout the year.
 3. **Guidance:** The College has been fortunate in being assigned duty of organising Zonal Level Job Fair (**Comprising government colleges of Gurugram, Faridabad, Palwal, Nuh, Rewari & Mahendragarh district**) on behalf of the department. Regular training and counselling sessions are organised to prepare students for competitive exams. College has formed tutorial groups to impart one-to-one personalized career counselling to the students. More than 35% are offered career counselling round the year.
 4. **Student grievances and redressal:** We have implemented all guidelines issued by various statutory authorities in this direction including spreading awareness, collection of grievances and their timely redressal.
2. **Student Progression:** Number of students have cleared reputed examinations like NET, CTET, Civil Services etc.
 3. **Student Participation and Activities:** Students are encouraged to participate in sports and cultural activities organised at college and other levels. College has grabbed **four out of five** available trophies during this year university level youth festival. More than 170 awards have been grabbed by our students during last five years.
 4. **Alumni Engagement:** College is proud of its alumnus. Regular alumni meeting are held. Our college has a registered alumni association "**Aagrim**", a collective of 300 IAS, IPS, Army Officials, Judicial, Principals, Professors, Teachers, Politicians etc. Our alumna Indian track and field athlete Geeta Zutshi has been awarded Arjuna award and the Padma Shri for her achievements. Our college is proud to have Padma Shri retired IAS Ramesh Inder Singh, IAS Chhatar Singh, IAS Praveen Kumar, IPS Anil Rao, IPS Subhash Yadav, Hon'ble Justice Ravinder Parkash Nagrath, Distt and Sessions Judge Prakash Lal Ahuja, Dr. Pasricha and the list goes on.

Governance, Leadership and Management

1. **Institutional Vision and Leadership:** College envisions not only to prepare our young students to be both professionally and personally competent but also self-reliant and empowered in order to face the challenges of life. It practices decentralization and participatory management in keeping with its belief in **collective leadership and democratic traditions**. To facilitate smooth implementation of national education policy in the near future, FDPs, Workshops etc. have been conducted by the institution for the teachers to familiarize and train them for blended mode of teaching learning.
2. **Strategy Development and Deployment:** The college comes under the direct purview of Director of Higher Education, Haryana. The college is affiliated to Gurugram University. The service of the teachers is governed by Haryana Education (college cadre) **Group 'B' service rules 1986** as amended from time to time. Seniority too is fixed in accordance with the department rules. The Principal possess

the D.D.O (Drawing & Disbursing officer) powers.

3. **Faculty Empowerment Strategies:** Being a government institution, the college follows all government rules regarding welfare schemes including Casual, Maternity & Child Care Leaves, LTC, HRA, Medical Bill Reimbursement, Festival advance to Group-D employees. Teachers can avail **duty leave** for attending FDPs.
4. **Financial Management and Resource Mobilization:** The institution seeks to mobilize govt. and non-govt. grants for improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the state govt., RUSA, CSR etc. **Proper utilization of grants and resources is ensured through the joint efforts of the Principal, Bursar** and conveners of various committees. The transactions are fully cashless, and money is transferred through online mode. All scholarship payments are also made through DBT (Direct Benefit Transfer) mode.
5. **Internal Quality Assurance System:** IQAC under chairmanship of Principal oversee and review the teaching learning process and to record the incremental improvement in various activities. Regular meetings are held to propose and consider qualitative measures. It plays a **proactive role** round the years starting from admissions to the examinations. College participates in various quality measure and audits like AISHE, NIRF, PRaYAAS.

Institutional Values and Best Practices

1. **Institutional Values and Social Responsibilities:** Our institution works on the ideas of equality, fairness, and uprightness in all activities:

The institution staff is full of zeal and gusto to empower the girl students of the college. The women cell of the college always blooms with the various vibrant activities to coordinate gender sensitization action plan. The college has organized an impressive number of events related to gender sensitization every year. Various Committees have been formed to ensure the atmosphere of inclusive learning without any fear, intimidation, bias, bullying and violence. Proper safety and security of girl students is ensured.

College has taken **concrete initiatives in environment protection** and water conservation. Whole campus is disabled friendly.

College undertakes different quality audits and environment protect activities.

Different committees and cells, like SC Cell, ICC, Women Cell, Equal Opportunity Cell, Grievance Redressal Cell etc, are formed to ensure inclusive environment. Legal literacy cell is working in sensitization of students and employees towards constitutional values, rights & duties.

2. **Best Practices:**

'Sehyog' came into existence by the efforts of like-minded faculty members (Government College sector 14, Gurugram) who were helping the needy financially as well as socially in their small ways e.g. In the year 2014, medicines, blankets, grocery and other items were donated for Jammu and Kashmir.

- **'Human to Environment Relation: 'Waste Segregation and Management':** The college believes and follows **"Waste-Management based on 3 R's – Reduce, Reuse and Recycle"** principle. The college has started its waste segregation, keeping wet and dry wastes separately so that dry can be recycled and wet waste can be composted.

3. **Institutional Distinctiveness:** Government College for Girls, Sector-14, Gurugram is a **pioneering institution dedicated towards holistic education of women** and instilling leadership capacity in them. The college has a unique distinction in terms of its infrastructure.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE FOR GIRLS
Address	Government College for Girls, Sector-14, Gurugram
City	Gurugram
State	Haryana
Pin	122001
Website	www.gcgggn.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ramesh Kumar	0091-8860423228	8860423228	-	gcgggn@gmail.com
IQAC / CIQA coordinator	Sandeep Maan	0091-8178365220	9868447249	-	sandeep.mann23@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Haryana	Gurugram University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-07-1959	View Document
12B of UGC	01-07-1959	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	03-06-2022	12	

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Government College for Girls, Sector-14, Gurugram	Urban	31.6	500000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Senior Secondary	English,Hindi	60	56
UG	BA,English	36	Senior Secondary	English,Hindi	60	58
UG	BA,Geography	36	Senior Secondary	English,Hindi	60	57
UG	BA,Hindi	36	Senior Secondary	Hindi	60	57
UG	BA,History	36	Senior Secondary	English,Hindi	40	40
UG	BA,Political Science	36	Senior Secondary	English,Hindi	60	58
UG	BCom,Commerce	36	Senior Secondary	English,Hindi	480	476
UG	BCom,Commerce	36	Senior Secondary	English,Hindi	60	59
UG	BSc,Bio Technology	36	Senior Secondary	English	60	56
UG	BSc,Home Science	36	Senior Secondary	English,Hindi	40	38
UG	BSc,Botany	36	Senior Secondary	English	60	47
UG	BSc,Mathematics	36	Senior Secondary	English	60	56
UG	BSc,Zoology	36	Senior Secondary	English	60	55
UG	BCA,Computer Science	36	Senior Secondary	English	120	119
UG	BSc,Science	36	Senior Secondary	English	560	509
UG	BA,Arts	36	Senior Secondary	English,Hindi	560	556

PG	MA,English	24	Graduation	English	60	60
PG	MA,Geography	24	Graduation	English,Hindi	40	39
PG	MA,Hindi	24	Graduation	Hindi	60	59
PG	MCom,Commerce	24	Graduation	English,Hindi	60	60
PG	MSc,Computer Science	24	Graduation	English	60	43
PG	MCA,Computer Science	24	Graduation	English	60	59

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				29				244			
Recruited	0	0	0	0	8	21	0	29	10	69	0	79
Yet to Recruit	0				0				165			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				43
Recruited	6	4	0	10
Yet to Recruit				33
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				44
Recruited	8	1	0	9
Yet to Recruit				35
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	11	0	5	21	0	42
M.Phil.	0	0	0	1	3	0	1	2	0	7
PG	0	0	0	2	7	0	4	46	0	59
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	26	0	28
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	4	52	0	56
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	5841	608	0	0	6449
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	608	31	0	0	639
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	1341	169	0	0	1510
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	323	303	366	361
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	468	490	569	556
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	1752	1759	1565	1733
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2543	2552	2500	2650

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Most of the programmes offered by the College are multidisciplinary/interdisciplinary programmes: 1. B.A.: Every student has to choose two languages including English and Hindi/ Sanskrit. Apart from these students have to choose two optional subjects among different disciplines including Economics, Geography, History, Home Science, Mathematics, Music (I), Music (V), Physical Education, Political Science, Psychology, Public Administration, Sociology. 2. B.Sc: Students has two multidisciplinary options under Non-Medical Group to choose from (Physics, Chemistry, Mathematics) and (Physics, Computer Science, Mathematics). Again student has one multidisciplinary option under</p>
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	<p>medical group viz. (Chemistry, botany, Zoology). 3. All Hons students enrolled on programmes B.A. (Hons) English, B.A. (Hons) Hindi, B.A. (Hons) Political Science, B.A. (Hons) History, B.A. (Hons) Geography, B.A. (Hons) Economics have to choose one language and a subsidiary course offered by other departments. 4. All Undergraduate students who do not study Computer Science as a subject have to opt for Compulsory Computer Education during First Year of their course. 5. Even course like B.Sc (Home Sc), B.Sc (Hons) Botany, B.Sc (Hons) Zoology, B.Sc (Biotechnology) are multidisciplinary by nature. 6. Choice Based Credit System (CBCS) has been implemented in all Post Graduate programmes. Students have to choose foundation and open elective courses from pool of subjects offered by other departments.</p>
2. Academic bank of credits (ABC):	<p>Govt. College for Girls, Sec-14, Gurugram is a Government College and the structural academic decisions like implementation of Academic bank of Credits (ABC) could only be take either by the Department of Higher Education College or the Affiliating University (Gurugram University, Gurugram). The College merely implements the academic decisions taken and policies framed the department of Higher Education. Haryana is the front runner state as far as implementing of NEP-2020 is concerned. During the year 2021, Hon'ble Chief Minster of Haryana has formally launched the NEP-2020 implementation in the State. It was also announced to observe July 29 as New Education Policy day. The department of higher education has also taken concrete initiatives in this direction and progress made by every institute is being monitored digitally. Principal Secretary Higher Education, Haryana have issued action points vide letter no. Cord.SPL/01/2022 dated 02.11.2022). Further, the process and modalities regarding endorsement of ABC is under consideration of Department of Higher Education and Gurugram University, Gurugram. The college shall ensure timely and in-totto implementation of directions that are issued by either higher education department or the Gurugram university in true letter and spirit.</p>
3. Skill development:	<p>College constantly drives hard to nurture the skill component among enrolled students. College organizes different workshops and training</p>

	<p>programmes for skill enhancement among students. Every department is encouraged to organize skill development programmes related to their field. Some initiative taken by the college in this direction are: 1. MoU with SBI Card: Recently an e-Learning center to nurture different skills among the students has been setup in the college. The MoU in this regard has been signed with SBI Credit Cards. Through this e-learning center more than 1000 students will be offered skill development courses related to the fields of telecom, ITES sector. 2. Compulsory Computer Education: NEP 2020 recognizes the importance of technology in education and proposes the integration of technology into teaching and learning processes. This will help students develop digital skills that are essential in the modern workplace. It is ensured to develop basic digital scheme in every enrolled students. The CCE certificate programme and MoU mentioned above are two among various other initiatives undertaken. 3. Internships: Compulsory project work and internship is part of curriculum of different programmes like MCA, M.Sc (Computer Science), B.A (Hons) Geography, B.Sc (Hons) Botany offered by the college. 4. Apprenticeships: College offers apprenticeship to various ITI and non-ITI students under NAPS Act. 5. Entrepreneurship Development: Several programmes are organized to develop entrepreneurship skill among students. The quote example, Home science department regularly conducts workshops on cooking, embroidery etc.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The college takes pride in contributing to the development of Indian Knowledge system. Some initiatives in this regard includes: 1. Every B.A. programme student has to choose atleast one Indian language from Hindi and Sanskrit throughout the whole duration of six semesters. 2. Every B.Sc. programme student has to choose one Indian language from Hindi and Sanskrit during the second year of their studies. 3. College offers B.A. (Hons) programme in Hindi and also postgraduate M.A. (Hindi) programme. 4. College actively participates in cultural programs at different level including local, university, state level. College has bagged 04 trophies out of available 05 in the University Level Youth Festival during current academic year. 5. College has one the most extensive ICT facility in the state. Whole academic campus is cover with underground</p>

	<p>fiber-optic cable. Students can access online resources through different computer labs and the digital lounge recently added to the college.</p>
5. Focus on Outcome based education (OBE):	<p>Program and Course Objectives are shared online to facilitate accessibility to various stakeholders including the teachers and students. . Whole academic activity is planned in accordance with them. Affiliating university has also integrated program and course objective in some of the programmes. university website. College works towards all round development of students including Physical & Health. Students are encouraged to participate in different cocurricular activities. Different skill enhancement courses are offered from time to time, Mentor remain in regular touch with the students. They constantly monitors the progress of their mentees, College is being entrusted upon the responsibility to organize Zonal Level Job Fair (comprising south Haryana districts of Gurugram, Faridabad, Palwal, Nuh, Rewari and Mahendargarh) on behalf of the higher education department. Final year students studying in various government college across these districts are first given pre-job fair training to enhance their skill and their a zonal level Job Fair is organized where more than 20 companies participates every year. College has rehailed its sports ground. College campus houses facilities for different games including athletics, basketball, badminton. Students are encouraged to participate in various sports. College results and placements are comparable with the best in the state.</p>
6. Distance education/online education:	<p>Being a Government College the decision regarding starting or closing a programme/course is taken by the Department of Higher Education. Currently, College don't offer any programme through distance or online mode. College has subscribed 50 Mbps Internet Leased Line and the access has been extended to all academic department, smart classrooms, computer labs and other important areas including administrative block. Most of the college is covered through WiFi network and students can access online educational resources across the computer labs, digital lounge etc. Classes are taken online wherever physical classes are not feasible to cover the courses.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The college has formulated Electoral Literacy Club which comprises 250 students apart from various staff members. The coordination staff members are Sh. Kuldeep Kohar (Associate Professor), Smt. Indu Yadav (Associate Professor), Smt. Seema Chaudhary (Assistant Professor), Smt. Ritu (Assistant Professor), all six hostel wardens, incharge three college NSS units, NCC CTO and Sh. Rajender Kumar (TWI).
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	1. College actively participated in the declamation contest organized by the State Election Office to enhance participants of youth and women in Indian democracy candidate. The topic of the declamation this year was "Making Elections inclusive, accessible and Participative". Our two students namely Raunak Tiwari (B.A.-III) and Chandrakanta (MA-I) grabbed prize at district level and participated at the State Level Competition held at S.D. College Panipat on 11.01.2023. 2. Shared the ECI song "Main Bharat Hoon, Hum Bharat Ke Matdata Hain" compiled on behalf of Election Commission of India among students through various social media channels.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	1. College legal literacy cell organizes various college and district level competitions under the aegis of District and State Level Legal Services Authorities to create awareness about the democratic values, their constitutional and legal rights, remedies. 2. College encourages students to participate in various campaigns, competitions to increase awareness about the electoral processes. 3. NSS & NCC units of the college works continuously conducts awareness programs on democratic values & importance of voting right.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	1. Vide Haryana state gazette notification dated 09.12.2022 our College Principal has been appointed as Dedicated Assistant Electoral Registration Officer for 77-Gurgaon assembly constituency of Haryana to keep the electoral roll updated, error free fair and inclusive elections. 2. College under the aegis of department of higher Education Haryana and District Election Officer has accelerated the enrolment of

students above 18 years in the voter's list.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6995	7078	7075	7421	7122
File Description		Document		
Upload Supporting Document		View Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 260	File Description	Document
	Upload Supporting Document	View Document
	Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
204	195	205	199	175

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
210.02333	48.86799	134.30	15.37263	124.792

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Govt. College for Girls, Sector-14, Gurugram is affiliated with Gurugram University. It follows the curriculum prescribed by the University with the aim of nurturing and creating women who are independent in all areas of life. Integrating the Sustainable Development Goals (especially SDG 4: *ensure inclusive and equitable quality education and promote lifelong learning opportunities for all*) into HEI core values, the college ensures effective curriculum delivery through a well-planned and documented process to cater to different needs of the heterogeneous group comprising students from a rural and urban background. The process is as follows:

Curriculum Delivery Planning

- The IQAC creates an academic plan that takes into account the academic calendar(s) distributed by the department of Higher Education & Gurugram University. Before finalizing it is deliberated with the HODs.
- Based on the curriculum for different programs, their Programme Outcomes (PO), and Programme Specific Outcomes (PSO) are prepared. An internal assessment plan is also prepared in the meeting.
- Institutional General Time table, Departmental time table, and Lesson plans are prepared in advance.
- The activity plan is also prepared by departments.
- Mentor groups/Tutorial groups are also created.
- Academic resources and laboratory requirements are verified and validated.

Classroom Management

- College library and Departmental libraries are checked and upgraded.
- Teachers prepare course material and outline activities to identify and target slow learners and advanced learners.
- Special programs are prepared for slow learners and advanced learners.

Curriculum Delivery and implementation process

- Timetables and Lesson plans are posted on the college website and Notice boards.
- Orientation programs for fresh students are organized to familiarise them with the facilities, disburse the syllabus and elaborate the internal assessment process.
- Curriculum delivery through online (during lockdown) and offline mode.
- Faculty uses Chalk-Board, Smart classrooms, LMS, etc.
- All books related to syllabus and Reference books are made available in departmental and college libraries.

- Teachers use different methods like **experiential learning and participative learning** to make the teaching process inclusive.
- Field visits, industrial visits, and **project work** are assigned in accordance with the syllabus.
- Seminars, workshops, lecture series, and skill development programs are organized to **supplement classroom teaching** and make students more interactive.
- Skill development training, pre-job fair counseling, and **personality development** programs are also organized for slow learners and advanced learners.
- Students are also encouraged to enroll in entrepreneurship & skill enhancement programs at the **Incubation center** set up by the department of higher education.
- For digital literacy, Compulsory Computer Education (CCE) certification course is made compulsory for all First-year students.
- Feedback on the curriculum from stakeholders is **collected and communicated** to College Council (a statutory body established under the Haryana Education Code) and the department for necessary follow-up action. Feedback along with Action Taken Report (ATR) is hosted on the college website.

Ensuring Continuous Internal assessment

University guidelines on internal assessment are followed in true spirit and letter, it includes:

- Two class tests for Formative assessment
- One assignment/**presentation** is taken during the second half of the semester.
- **Attendance** is given due weightage in internal assessment.
- Total of all the above three **comprises** internal assessment marks.
- The whole process is completed under the supervision of HODs to make it timebound and transparent.
- Student **grievances** on Internal Assessment are redressed within the stipulated time frame.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 9

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 22.11

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1557	1791	1554	1381	1610

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

Environment and Sustainability: Every undergraduate student has to pursue Environmental Studies (EVS) course during the first year of their program. It orients students toward different environmental issues and threats posed by them. Postgraduate students can opt for elective courses on the **Environment**. The college has active NSS cells and an NCC unit. They are regularly involved in creating awareness among the students and **nearby community** through events like Rallies, Nukad Nataks, Swacchta drive, making best-out-of-waste, distributing cloth bags, lectures by eminent speakers, and many more to count. Tree Plantation is carried out by the department of Botany and NSS cells from time to time in the college.

Human Values: Our college focuses on inculcating good human values among the youth of the Nation. Moral education promotes good citizenship. Students enjoy equal opportunity in spite of their differences on grounds of physical, political, cultural, or religious background. The college campus is **differently-abled** persons friendly. There are ramps near the staircase, special toilets, and a reading board outside every classroom. The college has an **anti-ragging** committee, discipline committee, SC/ST cell, red cross society, legal literacy cell, NSS cell, and NCC cell which ensures students friendly environment, discipline in the college, and comfort of the students, Secularism, patriotism, and spirit of serving the nation.

Gender Equality: Our college is the only Girl's college in the state of Haryana with the strength of the students **about 7000**. The College supports its students in every area be it education, sports, or cultural activities. The college has hostel facilities which provide accommodation to the girls students from far distances. **Women empowerment** committee plays a vital role by organizing programs like regular counseling sessions, personality development courses, special sessions by doctors on women's hygiene and women's health, regular health checkup camps, etc. There is an **Anti sexual harassment committee** in the college, where students are free to report any type of harassment faced by the students on the college premises. Apart from this, Students are regularly counseled by mentors in the college and Hostel staff in the Hostel regarding the problems faced by them on both personal and professional fronts.

Professional ethics: The development of Professional ethics has been emphasized by the College. The computer literacy course is a mandatory paper for all the U.G. courses. Ethics forms part of the curriculum in various courses. The college organizes Personality development programs under the women empowerment cell. **e-learning center** runs several certificate courses to enhance soft skills required in the professional world. Special training programs are arranged by the college with the help of professional trainers from various Companies like Navjoyti, Hero, etc. to equip the students and face the competitive world with communication and professional skills. Industrial visits, internship programs, and **earn while you learn** program provides valuable experience to the students required for Professional skills development. The college hosts "JOB-FAIR" every year at the divisional level, companies are invited to this mega event and students from a number of colleges get the job.

File Description	Document
Upload Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 52.77

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 3691

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 95.76

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
2543	2551	2500	2650	2617

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2680	2680	2680	2680	2710

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list as published by the HEI and endorsed by the competent authority	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 72.71

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
860	862	945	917	948

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1310	1310	1310	1145	1158

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio**2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)****Response:** 34.29**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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. Student centric methodologies such as experiential and participative learning combined with the **problem solving methodologies** are assimilated in the teaching learning process. The activities like group discussions, presentations, use of ICT for teaching & various workshops are conducted by institution to make teaching learning process more

learner centered.

1. **Experiential Learning:** It is the learning through experience, so topics in both theory and practicals are assigned to the students. They are required to prepare **power-point presentations** individually or in groups. This helps them to enhance their confidence, promotes independent learning and also enables them to have an experience of public speaking. Students are also encouraged to participate in various departmental level, college level and state level activities like **Science quiz and Science exhibition** in which students participate with their innovative ideas, explore their skills and enhance their scientific temper. This helps students to know their strength and weakness, improve their knowledge, presentation skills and personality development.
2. **Participative Learning:** College uses Participative Learning to encourage students to actively involve them in learning process. Teachers uses **different methods** for participative learning like Group Discussions, Assignments, Workshops, Quizzes, Projects, Presentations etc. Students are encouraged to participate in various cultural & social activities like youth festival, legal literacy programmes, NCC, NSS etc. Poster making, slogan writing, and essay writing competitions are organized **frequently** by various departments in which students participate and showcase their talent and creativity.
3. **Problem Solving Methodologies:** The students of UG (B.Com) and PG(MCA ,M. Sc) are guided by teachers to work on different projects. It attributes to improve their critical thinking, creativity and problem solving skills. Project is part of curriculum for B.Com. III year students. They undertake project work on various issues related to Commerce. Students of MCA and M Sc undertake Major and Minor project work on various IT related topics using various latest software's. This help them in their future placements. Science students are provided practical training in laboratories. They learn how to handle the instruments and the theoretical concepts related to their syllabus.
4. **Learning through Co-Curricular Activities:** The students participate in various co-curricular activities in parallel with teaching learning process. These include Youth festival, Educational tours, NCC camps, NSS camps, Legal literacy activities, Women cell functions, Industrial Visits, Workshops, Eco-club programs and other departmental activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 73.7

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
280	280	255	241	271

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 92.54

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
194	185	192	180	154

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Mechanism of internal assessment is transparent and robust in terms of **frequency and mode**. Evaluation

and assessment form an integral part of any institution's educational processes. The college is obliged to adopt all reforms of the university with regard to internal evaluation. The **Annual Report** is presented by the Principal on the occasion of convocation. **Alumni meet** is an important context for conveying the institution's reform, policies and evaluation process to the external stakeholders. The college through its websites, oral instructions, notices, announcements, student's assemblies, and tutorials make the students aware about the basic criteria for internal evaluation process. The internal assessment system is **geared towards mapping** individual differences in performance which includes progression/improvement over time on the set parameters and gives quantitative and qualitative credits for the same. All the faculty members use conventional and innovative methods & tools for assessing student's ability and needs. Assignments and presentations are given to the students. These enhance their writing skills, presentation skills and confidence. These helps them preparing for examinations. Student academic performances are constantly monitored. Other kinds of **creative evaluation strategies**, like oral tests, quizzes, objective tests, Power point presentations, group discussions are also used to assess the students and improve their performance. For both assignments and projects, students are encouraged to explore and research on topics beyond the curricula. At the end of the semester, Principal asks HOD/ staff members to submit the internal assessment marks of each eligible student of all streams and verifies the same.

Mechanism to deal with Internal Assessment related grievances is **transparent, time- bound and efficient**. The criterion adopted by college for internal assessment is as per university directions and the process is completely transparent. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. Periodic evaluation of student's performance in theory and practical is done by faculty members through **unit tests, assignments, presentations, viva voice** which includes regularity, performance and the promptness in submitting the record. Evaluated marks are based on prescribed norms. At the college level, the answer scripts of unit tests are returned to the students by the respective teacher with suggestions and comments for improvement. Any grievances is handled there and then. The corrected answer scripts at random are verified by HOD to ensure the **standard evaluation process**. The marks obtained by the students in internal assessment tests are displayed on the department notice board, uploaded periodically on the college web portal along with their attendance. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. **Query** if any is discussed with faculty and HOD. In case of any discrepancy or grievance, the student contacts the respective teacher/HOD/Principal who rectifies/redresses the same. Before forwarding Internal Assessment marks records to the University, marks **uploaded** are verified twice to the student satisfaction.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Programme and course outcomes for all programmes offered by the college are stated and displayed on the college website and communicated to teachers and students. As part of quality initiatives, Gurugram University has also formulated the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) for some programmes. These outcomes are incorporated in the prescribed curricula of the concerned courses and displayed on the **university website to facilitate** accessibility to various stakeholders including the teachers and students. The College institution is committed to conduct programmes that are immensely supportive for the holistic growth of students and meet their future prospects requirements of the society, region and the nation. The college is geared up to implement **NEP-2020** and its objectives for higher education which primarily focuses on **dissemination of knowledge** with increased focus on learning outcomes. Before starting of each session, POs and COs are discussed by the teachers during departmental meetings, sessions and lectures. On the Orientation Day, the Principal and the teachers **apprise students** about their courses, objectives of the courses and their outcomes. The teachers prepare detailed teaching plans, according to the stated programme and course outcomes. Teaching methods are **outcome specific** and are outlined in the beginning of the session. Curricular and co-curricular activities are planned in accordance with the Programme Outcomes (PO) and course outcomes (CO)..

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

At the beginning of every semester, the faculties share and discuss with the students about the respective course structure. The teachers elaborate POs, PSOs and COs in their respective classes to the students through **induction programmes and mentor-mentee interactive sessions**. As part of the Choice Based Credit System, students are encouraged to check the content of courses that they intend to take before registering for particular course. For the attainment of the POs & COs, the **participation of students** at every level including classes, extracurricular activities, excursion trips and co-curricular activities is evaluated. The **transparency and objective approach** maintained at the level of assignments, tests and assessments and their communication to the students, the realistic analysis of the areas in which they need improvements help in attainment of the stated outcomes. PO/CO attainment is also assessed by analysing course result. College also organizes various Conferences, workshops and seminars on curriculum-based themes and topics. Every year Placement Cell organizes **job fairs** to ensure the attainment of COs and POs. Also, attainment of course outcomes is evaluated based on **progression** of students to higher studies. Alumni Meets help the college to track distinguished alumni. The college provides **conducive environment** for teacher student interaction so that their **latent skills and talents** are unearthed and developed. This prepares them to perform well in professional as well as other spheres of life.

File Description	Document
Upload Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 56.97

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1705	1501	1090	1122	1208

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2297	2317	2341	2397	2279

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 26.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
9.2	7.1	3	3.9	2.9

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college has undertaken different initiatives for creation and transfer of knowledge including the following:

1. Protection and Dissemination of Knowledge:

- The college has developed a **Herbal / Botanical Garden** where the students from different institutes including colleges/schools/universities and research scholars get **experiential learning opportunities** about the various medicinal plants and herbs such as Neem, amla etc. as research source material/s.
- College has a well-established library with a total of more than 2 lakh books and e-books and more than 12000 e-journals helping students and teaching fraternity in **enhancing their knowledge base**. A vast database of online journals has also been provided to the teachers and post graduate students to help them with their research work.
- Students are taken to excursion/trips for their overall upgrading and extension of their knowledge. Various trips have been organised to Aravali Biodiversity Park, Mughal Garden, Tau Devilal Biodiversity Park, Surajkund Mela, Gita Mahotsav etc. to make their learning an experiential one.

- **E-Learning Centre** is established in the college campus where students can enroll themselves for various courses. These courses are offered free of cost to the students and certificates are also provided after due completion of the course.
- The Legal Literacy Cell of the college tries to **imbibe constitutional values** in students and employees through its activities organised in accordance with the guidelines of Haryana State Legal Services Authority (HALSA)/Higher Education Department.. The major competitions under the event were Slogan Writing, Essay Writing, Poetic Recitations, Skit, Quiz, Speech/Declamations, Debate, PowerPoint Presentations and Documentary etc on topics like Constitutional Values, Protection of Women Against Domestic Violence Act, 2005, Rights of Destitute Women and Children, Rights of Disabled People.

2. Initiatives for Capacity Building of Human Resources:

- Faculties are **encouraged to participate** in various conferences/ Seminars/ symposia/ workshops etc. and are also **motivated** to engage in research activities and are granted with Duty Leaves for professional development activities.
- Free, unrestricted, and **remote access to library resources** of the College.
- Seminars, conferences, workshops and training **programmes** are conducted regularly by the departments and the chairs established in the campus for skill development, soft skills development and enhancing subject specific knowledge of staff and students.
- Distinguished and **eminent professors/** industry people from various institutes of India have regular interactions with the faculty and the students through invited talks.
- Facilitate **networking and collaboration** with other Institutions of Repute and Excellence:
- The college has signed a number of MoUs with various academic institutes and organizations helping students and teachers in unique ways.

3. Startup Initiatives: The College strives to make their students self-sufficient and encouraging the culture of entrepreneurship among them.

- **Ecowacko and Ecoshala:** Students of HomeScience department along with faculty member Dr. Priyanka started **Ecowacko and Ecoshalastartups** to promote eco-friendly products and wall installation services. the team made around 350 products for a hospital.
- **Masks making Competition** was organized by Home Science department. The masks were made up of cotton fabric and were also affordable. Students also earned money by selling hand-made masks of different patterns and styles.
- **Mehandi competition** is organised yearly where students also make money by applying Mehandi. Other stalls are also kept to inculcate the culture of entrepreneurship. Students made money by making sketches, selling handmade ornaments etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 24

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on

Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	3	6	2	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

Response: 0.26

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	8	19	13	20

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years**Response:** 0.09**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3	4	6	6	4

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

The college has organised numerous programmes in its premises and nearby slums / villages to sensitize students about social issues. Programmes included day celebration, organization of awareness camps, workshops, rallies, health check-up camps, competitions and other extension activities to address various social, environmental and economic issues. Various camps, workshops are organised for alumni, farmers, children, and women.

Outcomes of these **extension activities** are as follows:

1. Enable the students to **understand themselves** in relation to the community and imbibe social values as well as develop a sense of social and civic responsibility.
2. **Create opportunities** for the students to understand the community and develop sensitivity towards community issues such as gender disparities, social inequity, ecological sustainability, etc.
3. Assist the students in **identifying the needs** and problems of the community and learning to work with them in problem solving processes and finding practical solutions to individual and community problems;
4. Develop the competence of students for **sharing of responsibilities**, and mobilising community participation and to inculcate leadership qualities and enable them to live as good citizens who

contribute to national integration and social harmony;

5. Integrate **curriculum-based community engagement** with teaching, learning and research activities and create extended learning opportunities for students by way of understanding the problems of others, doing actual help and learning from such experiences.
6. To drive the **Institutional Social Responsibility** of the college and regulate the community engagement and outreach activities of the college for its fulfilment.

Women Cell also organised various programmes like seminars, training camps and workshops on self-defence, yoga, beautification, cooking & baking, jewellery designing, stitching, weaving, embroidery, best out of waste, art and craft. Extension lectures on mental, psychological, physical health and hygiene were organised. Women cell also organised trips for students. Sanitary napkins were distributed by women cell.

NSS units of college gave the students a new direction and unique way to contribute to the holistic development of the society. It helped **instilling** in youth a deep sense of responsibility towards the society and motherland. Various **activities** organised by NSS units include camps, seminars, workshops, rallies, candle marches, competitions on themes like Poshan Abhiyaan, Swachhta Pakhwada, Azaadi ka Amritmahotsav, Environment protection, pollution, gender issues, education, health & hygiene, voting awareness, water conservation, blood donation, financial literacy, Yoga, First Aid, National Integration & Social Harmony, Disaster Management, awareness and social activities during COVID pandemic situation. NSS volunteers distributed cloth bags, stationery items, **masks, soaps to children** living near Chandan Nagar Basti during last five years. NSS Units under **Shram Daan** Programme of Haryana Government visited orphanage and old age homes, spend time with children living in those orphanage homes and contributed in their educational and social upliftment, helped in managing libraries in those orphanage homes and college library. NSS Volunteers also provided help to old age people to cast their votes during election days. NSS Volunteers participated in Pre Republic Day Camps, Inter University Competitions, YLTC Camps.

NCC wing of college is actively contributing during the mentioned period. It encourages cadets to have a sense of patriotic commitment, to contribute to national development, respect for diversities in religion, language, culture, ethnicity, lifestyle and habitat. Furthermore, it instils a sense of national unity, social cohesion.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Recognition and awards are a way to reward achievements, behaviours, or mark a milestone. It communicates to the awardee that they are **appreciated** for their hard work and years of service. Our institute and its faculties have been awarded for their hard work and achievements in past five years in

different fields of life.

1. **During COVID-19 stupendous work done by college:** During first st wave of COVID – 19 when there was bulk migration of population from one state to another. Our institution deployed the required staff was arranged for the management of the migrants stopping at our institution while plying. We also offered our institution as a stop so that people can get the required refreshments & after that they continued with their journey. During second wave of COVID-19 when there was acute shortage of hospital beds & oxygen across country our institution offered the entire premises & converted half college into hospital.
 - *On basis the above work our principal Dr. Ramesh Kumar Garg got awarded by Certificate of Appreciation under the category of “Stupendous work done towards restricting the spread of COVID – 19 pandemic diseases” by District administration of Gurugram on our Republic day i.e. January 26, 2022.*
2. **4th Annual Bharat Shree award:** Our institution inculcates the believe of sharing & helping the people who need the most. On the same lines our principal Dr. Ramesh Kumar Garg got felicitated in 4th Annual Bharat Shree award 2022 for **“Outstanding individual Achievements & Distinguished service to the Nation”**. This event was organized by National Human Welfare Council (NHWC).
3. **Women Safety & Empowerment:** Our institution's staff member *Ms. Archana Soota* (Sr. Associate professor) helped poor/orphan children financially by either guiding them free of cost in terms of science related projects OR got them admitted to the respective school/college for higher studies. Under her able guidance recently students innovated a device for sanitizing shoes which got first prize at state level competition. Our institution's staff member *Ms. Rakhi Kaushik* (Asst. Professor) who is an NSS officer in the college & a nodal officer who has been assigned duty for taking care of orphanage children & old age home by department of higher education, Panchkula in Haryana.
 - Recognising the above works of both the faculty members, District administration, Gurugram felicitated them for invaluable contribution to women safety & empowerment on March 08, 2021 i.e. on **International Women day**.
4. **Dr. Pushpa Antil** (Sr. Associate Professor) was awarded Lifetime Achievement award for higher education for bringing new energy and ideas to teaching learning process on International women's day in 2022. She was also awarded **“Sabla Samaan”** by Navkalp foundation on the occasion of international women's day on March 11, 2022.
5. **Academic Excellence Award:** **Dr. Lokesh Sharma**, a senior faculty of our institute has been awarded Academic excellence award from Gurugram university for his excellence in academics and was also awarded **“Sanskriti ke Saarthi Award”** on teachers' day on Sep 10, 2022 by Sanskriti ke Saarthi, Gurugram

And the list does not end here. Further awards is annexed herewith.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 232

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
53	54	79	36	10

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 6

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

- The college is equipped with **latest computing facilities** and internet connectivity. The computer labs have all latest software. Additional resources such as printers, projector, and wireless internet connectivity for use in laptop are also provided by college. The lecture halls are well ventilated and spacious, augmented with integrated Audio-Visual teaching aids.
- The **seminar halls** are fully air conditioned and equipped with latest projector, white board, internet connectivity etc., thus providing best quality of learning experience.
- The college is having a **huge indoor auditorium** with a professionally deployed acoustic system and a seating capacity of more than 500 people. A regular venue for conferences, workshops, seminars and cultural programme, this auditorium has all the facilities to enhance the learning process.
- The institution is having a **central library** with a seating capacity of 200. The departments are spacious and are well equipped.
- The institution is fully under **CCTV surveillance**. There are 6 girls' hostels with a capacity of 840 students. The institution has installed various RO systems to provide pure water.

Various facilities available in college campus are as follows:

1. Classrooms and Seminar Halls

- Forty-Eight classrooms
- Seminar halls with ICT facilities
- LCD projectors
- LED Digital Board for displaying the events and academic activities of the College
- Green chalk boards in the classrooms
- White boards in Various Rooms
- Office rooms for Officials

2. Laboratories

- There are various department labs:
- Biotech Labs
- Botany Labs
- Chemistry Labs
- Commerce Lab
- Computer Labs
- English Language Lab
- Geography Labs

- Home Science Labs
- Maths Lab
- Music Lab (Instrumental and Vocal)
- Physics Labs
- Psychology Lab
- Zoology Labs

3. Computing Facilities

- Computer Labs: UG Lab, PG (MCA, MSc) Lab, and Computer Education (Literacy) Lab
- Printers, Scanners and Photocopy Machines
- Internet facility in each department.

4. Power Backup

- Generators having a capacity of 250 KW, UPS for uninterrupted power supply.

5. Library

- The College Library has a collection of around 44,000 books and various journals and magazines. There are reference section, journal section, reading hall, internet and browsing centres, etc. The library is fully automated with SOUL 3.0 software.

6. Sports Facilities:

- 200 Meter Track
- Basketball Court
- Badminton Court
- Volleyball Court
- Handball/Hockey/Football Ground
- Kabaddi Court Judo/ Taekwondo
- Yoga Facilities
- Mini Gymnasium

All equipment's and facilities related to above mentioned games are available in the sports dept.

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 91.12

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
210.02333	20.92799	134.30	15.37263	105.372

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college library is **well equipped** and efficiently maintained with a computerized user-friendly **data filling system**. It functions as an **invaluable** aid to every aspiring scholar. The library presently boasts of an impressive stock of more than 2 lakh books, 2472 reference books, 164309 E- books, 12478 e- journal, including many e-content developed by teachers on institutional Learning Management System (LMS) and various MOOC platforms.

New books are added to the library through the course of each academic year. The college library is **fully automated** (in the year 2012) using integrated library management system (ILMS) using SOUL software. We have a separate section for **UGC- NET** examination where several latest edition books are there. The library is computerized, and books are bar coded and made easily accessible.

College library **provides access** to all reference collection including Encyclopaedia, Yearbooks, dictionaries, Atlas, Biographies, Competition books and Reports etc. All these reference books are for consultation only.

The college library is **administered** by the library committee. At the beginning of the new academic session, a tentative budget is allocated to different departments for purchase of new books. The college library purchases books and reading resources on the recommendation of the teacher-in-charge of the various departments of the college and the library committee.

The **membership** of college library is open for all students, teachers, and non-teaching staff of the college. While entering the library, the user has to show his/her valid identity/Library card.

As the Library is a place for individual study, it is necessary to **maintain** quiet, calm and dignified atmosphere inside it in order to let all the users to study without causing disturbance of any sort to the fellow users. Talking and discussion inside the library are strictly prohibited.

National Library and Information Services Infrastructure for Scholarly Content(N-LIST): All college covered under Sections 12(B) and 2(f) of the UGC Act and Non-aided Colleges (except for colleges imparting education in Agriculture, Engineering, Management, Medical, Pharmacy, Dentistry and Nursing) are eligible to access selected e-resources subscribed for the colleges under e-Shodh Sindhu. These resources include 6,150 e-journals and 31,64,309 e-books. All eligible colleges are required to register themselves online. A college component of e-Shodh Sindhu, can access 6,150 electronic journals and 31,64,309 electronic books including e-books available through national subscription.

Details of e-resources accessible: National Library and Information Services Infrastructure for Scholarly Content (N-LIST) is the college component of e-Shodh Sindhu. It provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The library staff has created **login id** of each and every staff member and final year students of UG and PG courses so that it may help them to access various electronic journals and electronic books.

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

Technology is playing an **increasingly important role** in education. Our college has an extensive and **advanced IT** infrastructure to ensure our students engaging and effective learning experiences. IT is essential in today's world as it helps educators to provide a more engaging learning experience while also offering learners more opportunities to develop their skills.

Information and Communication Technology (ICT) has been transforming the way we learn and teach for decades. It is a powerful tool to maximize student learning outcomes and provides access to a wealth of educational resources. It has **transformed education**, allowing us to utilize a wide range of digital tools for better student engagement and information exchange. With ICT, students can access online resources from anywhere with just one click, allowing them to stay up to date in their studies. The use of Information and Communication Technology in education has the **potential** to transform teaching and learning. It helps to **boost** student engagement, improve access to information, facilitate knowledge sharing and collaboration, as well as create new opportunities for creativity and innovation. It also enables learners to use multimedia materials for self-study and helping them better understanding of the topics.

ICT-based teaching methods are becoming increasingly popular due to their ability to provide an engaging yet personalized learning experience for all students.

We have a **wide range** of computers, printers, and Internet connections available across campus. Our institution is **continuously updating** its IT facilities so that our students can use the most current technologies available in their studies. This commitment towards providing state-of-the-art IT infrastructure helps our institution to stay ahead of the curve when it comes to technological advancements. In total there are **264 computers**, which have been allocated to various departments. The bandwidth of

internet connection in the college is **50 Mbps**. We are ensuring students and staff can make the most of it. it allows us to create an environment where students can learn and grow with the help of the most advanced technology available. Our IT facilities are constantly being improved so that we can provide students with a learning experience that is second to none. All the computers in labs are provided with the **latest updated software** and hardware. The objective of educational technology is to systematize the learning methods and techniques in the modernize way. Its purpose is to bring more effectiveness in the teaching –learning process to meet the requirements according to the need of the changing era. It provides opportunity to access for all and leads **higher-order thinking** and skill development. Computers are **purchased and maintained** by committees specially constituted for this purpose. Requirements from various departments are collected frequently and met accordingly. Moreover, our institution provides dedicated support staff who is always available to answer any queries related to IT infrastructure or software installation.

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 27.98

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 250

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

Response: 8.88

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	27.94	0	0	19.42

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 92.6

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6428	6531	6556	6929	6606

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	View Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 46.23

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2477	4517	3301	3177	3029

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies
- 2.Organisation wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students' grievances
- 4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 11.49

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
79	329	29	88	236

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1705	1501	1090	1122	1208

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.53

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
18	6	5	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 174

5.3.1.1 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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
53	19	31	23	48

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 31.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
57	7	36	32	27

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Government College for Girls, Sector-14, Gurugram was established in the year 1959. The hard work of thousands of people associated with this institution has led it to present **prestigious position**. This is a

college of its own. Alumni of this college too have a strong contribution for keeping it vibrant and dynamic. Our college has an alumni association “**Aagrim**” comprising around **300 IAS, IPS, Army Officials, Judicials, Principals, Professors, Teachers, Politicians** etc.

Our alumna Indian track and field athlete **Geeta Zutshi** has been awarded **Arjuna award** and the **Padma Shri** for her achievements.

Our college is proud to have **Padma Shri** retired IAS Ramesh Inder Singh, IAS Chhatar Singh, IAS Praveen Kumar, IPS Anil Rao, IPS Subhash Yadav, Hon’ble Justice Ravinder Parkash Nagrath, Distt and Sessions Judge Prakash Lal Ahuja , Dr. Pasricha , Dr. Nangia, ACP Raghu Raj Khatana, Col. Mukesh Bhargav , Barrister-at-law Sahib Singh Sehrawatas our alumni.

Retired Principal Subhash Rani Chaudhary, Jagdish Mitter Gandhi, Dr. Ashok Diwakar, Retired Professor Dr. Sudesh Nangia, Dr. Jagdish Kataria, Dr. Raghuvir Singh Boken, Sunita Yadav, Sushma Sharma, Geeta Syal are some of our proud alumni.

There is an **Alumni Committee** whose members are consistently working for bringing the alumni closer to the institution. **Five Alumni meets** have been held till now. College Principal acts as **patron in chief** of Alumni meets.

1. **First Alumni** meet was held on **29-03-2009** under the guidance and supervision of the then Principal Dr. Ranjana Lal.
2. **Second Alumni** meet was held on **25-03-2012** under the able guidance of the then Principal Dr. Ashok Diwakar.
3. Dr. Usha Malik, former Principal took a step ahead to make the **third alumni** meet successful on **09-02-2014**.
4. The **fourth Alumni** meet was held on **18-12-2016** under the inspiration of Dr.. Chetna Sehrawat, the then Principal.
5. Dr. Vijay Adlakha, former Principal took this legacy forward and hold the **fifth Alumni** meet on **03-11-2019**.

This sequence was disturbed by the onset of Covid-19 pandemic.

After the desire of revisiting the college again was been expressed by our alumni of the year 1972, Alumni Committee of our college organised **Alumni Meet 2022**. **24 Alumni of batch 1972** attended the meeting with their spouses. The meeting was patroned by the present Principal Dr. Ramesh Kumar Garg.

Registration of Alumni Association under cooperative society under the cooperative society act of Haryana is under process.

We hope that the legacy may be carried forward and many more Alumni meets will be organised in the coming future.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Government College for Girls, Sector-14, Gurugram envisions not only to prepare our young students to be both professionally and personally competent but also self-reliant and empowered in order to face the challenges of life. The vision and mission of our institute is to be recognized as a center of excellence of education by achieving a **wholesome synergy** between academic practices, social empathy, cultural proclivities and co-curricular responsibilities thereby striving towards the holistic development of the students. Our objective is to **inculcate** in our students strong moral, social and cultural values; **sensitize** them towards the environment and instil a sense of duty towards self and the country.

- Programs like NSS, NCC and Women Cell work **conscientiously** to inculcate and promote **leadership** qualities in our girl students. To help us achieve this goal we not only focus on the teaching learning process but also encourage implementation of technology growth in day-to-day functioning.
- The institution also has a **long-term strategic plan** towards the development of the infrastructure of the institution in a systematic, well thought-out, and phased manner to meet the requirements of the students.
- In accordance with its vision and mission of achieving **academic and administrative excellence**, the institution practices **decentralization** and participatory management in keeping with its belief in collective leadership and democratic traditions. The Principal, who is the academic and administrative head of the institute, plays a **proactive role** in encouraging and motivating all faculty members for overall academic growth and development of the college. To facilitate smooth implementation of National Education Policy (NEP-2020) in the near future, FDPs, Workshops etc. have been conducted by the institution for the teachers to familiarize and train them for blended mode of teaching learning.
- The **extensive delegation** of authority to the Head of the various departments and committees in the college reflects the practice of participative management followed in the institute. The Principal, IQAC, College Council, the Head of departments and the conveners of various committees and cells, along with the staff representatives on higher decision-making bodies play a significant role in determining the policies and implementing the same. Through their **adept handling** of their departments, Heads discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the health and vibrancy of the management mechanism in the institute.
- Teachers as members and **conveners** of the various committees that are constituted for the day-to-day functioning of the college, through their agency and autonomous interaction on these bodies are able to **contribute** in a significant way to the participatory ethos of the institution. Additionally, teachers discharge an **energetically pervasive role** as motivators and spearheads of cultural and socially conscious activities in the institution by **steering** the NSS unit, the Women Cell, the Cultural Committee and the Sports Club among other laudable cells and Societies.

The **above enumeration** of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

Government College for Girls, Sector-14, Gurugram comes under the **direct purview** of Director Higher Education (DHE), Haryana. The college is **affiliated** to Gurugram University. All **appointments** are strictly made by Haryana Public Service Commission (HPSC), Panchkula. The service of the teachers is **governed** by Haryana Education (college cadre) Group 'B' service rules 1986 as amended from time to time. **Seniority** too is fixed in accordance with the department rules.

The **Perspective plan and policies** for the institute are formulated by the DHE and Gurugram University and these are effectively and efficiently implemented in the institution under the able guidance of the Principal and the IQAC.

The **Principal**, at the top of the internal organizational structure is the **DDO** (Drawing & Disbursing officer) of the college and all financial powers are vested with him and he is assisted by the **College Bursar**. Ten Senior-most Associate Professors of the college form the **College Council**. Various **committees** are formed to ensure proper working of the college. These committees have a well-defined role and work in alignment with the university calendar to fulfill the vision and mission of the institute. The convener/coordinator and members of these committees along with the IQAC members and college council undertake various academic and co-curricular activities and implement them after **consultation** with the Principal and the Bursar.

The **non-teaching staff**, comprising of the Deputy Superintendent looks after all official works along with 3 clerks, 9 JLAs and 2 LAs.

A **dispensary** with a full-time **nurse** is also established in the college.

Chowkidars are deputed at the college/hostel gates to ensure the **security** of the students.

The institution has continually **expanded** its infrastructure both physically and digitally. Keeping up with

this aim the construction of new **Science Block and two Reading Halls** in the hostel were completed by 2017. A **new girls hostel** was constructed under RUSA equity initiative in 2021 and handed over in 2022. Under **CSR scheme** in 2021-22 the renovation and up-gradation of language lab was undertaken. An MCA Lab, Digital Lounge and a Seminar Hall were also established.

To meet the requirements of the students five interactive classrooms were also setup: 3 in commerce Department, 1 in Computer Science Department and 1 in Home Science Department. The Institute has a **Wi-Fi enabled campus**, the internet connectivity being provided through high speed broadband cable.

Today the college is **adequately endowed** with classrooms, laboratories, computing equipment's along with auditorium, hostels, canteen, medical support system, gymnasium, playground and a huge parking facility.

The college takes pride in being a differently enabled friendly campus with yellow surface indicators to guide.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Being a **government institution**, the college abides all government rules regarding welfare schemes:

- The facility of L.T.C (Leave Travel Concession) is available to both teaching and non-teaching staff members.
- Haryana Government gives **various allowances** like Children Education Allowance, House Rent Allowance and Medical Allowance to all the employees.
- All regular employees are given **duty leaves** for attending Orientation, Refresher and short-term courses offered by HRDCs along with Duty leaves and Study leaves for various career advancement programs.
- **Maternity Leave** for 6 months and child care Leave for a maximum of two years can be availed by the female staff.
- In times of Covid-19, provision of **isolation leave (7 days)** was made for affected employees.
- In unfortunate circumstances **miscarriage leave** can also be availed.
- The male staff is eligible for 15 days of **paternity leave**.
- In addition to these there is a provision for **cashless medical facility** for chronic diseases and medical reimbursements are given to employees as per Haryana Government rules.
- **Free medical facility** is ensured on campus through the availability of an exclusive medical room.
- **Staff quarters** are provided in college campus for teaching as well as non- teaching staff.
- Besides the above welfare schemes, **wheat loan** is also available during the season for non-teaching staff. Festival advance along with special allowance is also availed by the employees. These facilities are availed by class IV employees only.
- In addition to the above the college teachers took the initiative to start a community outreach program '**Sehyog**' to help out students, teaching and non-teaching staff in their times of need, financially and emotionally.

The government has formulated a comprehensive procedure for the annual appraisal of the faculty. Annual Confidential Report (ACR) is the tool of performance appraisal:

- The ACR Performa, which is the record of the **yearlong** activities together with their results, is filled by all faculty members. This was earlier done manually but since 2020-21, it is being done **online** through MIS Portal. The Principal verifies and grades the performance and sends it to the higher authorities.
- For career advancement scheme the college scrupulously follows a yearly self-appraisal system wherein the teachers are provided with an Academic Performance Indicator (API) criterion based PBAS Performa which is verified by the IQAC and the Principal. APIs are submitted to the DHE office Panchkula whenever the teacher is eligible for the next grade.
- **Deputy Commissioner** is the reporting authority for assessing the ACR of the Principal.
- The concerned **head of the departments** evaluate the non-teaching staff on the basis of their enthusiasm, sense of responsibility, punctuality, behavior and attitude for teamwork and write their ACR.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 36.43

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
195	86	78	23	14

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	23	22	22	21

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The **institution** seeks to mobilize govt. and non-govt. **grants** for improvement of institutional infrastructure and knowledge resources and to that end **prepares, vets and submits** proposals to the relevant authorities such as the UGC, the state govt., RUSA, CSR etc. It is with RUSA Grant that the construction of **Hostel Reading Hall**, up-gradation of existing **toilet blocks**, purchase of **furniture** for science labs and reading halls, purchase of **equipments** like Computers, UPS, Printers, Multimedia Projectors, ACs etc. was made possible.

The works committee **liaisons** with individuals/local organizations including banks, corporate houses and civic bodies for empathetic patronage. As a result, the college received 36 three-seater benches and 10 computers from SBI Mehrauli Road, Gurugram in 2019-20 session, 10 ROs by **alumni** and 2 industrial ROs from DLF. The college also actively solicits grants for the betterment of the institution through MPLAD (Members of Parliament Local Area Development Scheme).

Proper utilization of grants and resources is ensured through the joint efforts of the Principal, Bursar and conveners of various committees. State Government, UGC and University norms are followed for all purchases. Effort is made to direct all purchases through **GEM Portal**. The institution has formed a **purchase committee** for the purpose and every purchase is done as per Haryana government financial norms. The bills are presented by the concerned committee to the **college Bursar** who after perusal recommends it to the **Principal** (Drawing and Disbursing Officer). The bills are then submitted **online** to Haryana Government **treasury** for clearing. The transactions are fully cashless, and money is transferred through online mode. All **scholarship** payments are also made through **DBT** (Direct Benefit Transfer) mode. The college maintains a **cashbook** in which the entire details of income and expenditure are recorded. **External audit** of Local Funds (Amalgamated fund, Sports fund, NSS fund etc.) and Government Grants is conducted by two main agencies: Auditors from Local Audit Haryana Panchkula and Accountant General, Haryana respectively. Last audit was done by Local Audit Haryana Panchkula from Nov 2017 to March 2018.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC (Internal Quality Assurance Cell) has been framed in the institution as per NAAC and Government guidelines and aims at continuous improvement of quality and achieving academic excellence. Principal acts as chairperson of IQAC.

- **Regular meetings**, chaired by the college principal are held by the IQAC to oversee and review the teaching learning process and to record the incremental improvement in various activities.
- In keeping up with the **mission** of the institute to prepare students both professionally and personally and achieve wholesome synergy between academic practices, social empathy, cultural proclivities and co-curricular responsibilities, various committees and departments work like a clock under the able **guidance and supervision** of the IQAC.
- Internal Quality Assurance Cell in and **College Council** plans the academic session. In the assembly held at the beginning of the session students are **apprised** of the various activities offered in the college.
- **Lesson plans** are sought from teachers, sub societies are formed, periodic evaluation and assessment of the students is done on the basis of assignments, class tests and attendance.
- **Maximum utilization** of well-equipped Library, ICT, smart classrooms is ensured.
- Departments are encouraged to **maintain** their own libraries.
- The IQAC functions as a **supervising** unit to ensure the quality of education as well as other mandatory aspects of learning. It ensures that state, national, international seminars, conferences, and workshops are conducted by the departments.
- As a result of IQAC initiative the system of **Mentor Mentee** has been successfully incorporated and institutionalized in the last 6-7 years and serves as the backbone of the college. All information regarding the various activities, events, schemes, scholarships, exams etc. is communicated to the students instantly by their mentors. Students are encouraged, inspired and guided to participate in various inter-college/district/state level competitions. The mentors guide and support their mentees academically, psychologically and emotionally by interacting with them on a regular basis directly or through WhatsApp groups. The mentors continue to be with the same group of students assigned to them till they graduate.
- To make the **students skilled**, employed, and empowered the college also approaches district administration to enter into collaborative quality initiatives with other institutions. The golden Jubilee E-learning center was set up in college in collaboration with **DLF foundation and Rural Shores Skills Academy** in 2017-18.

- In Feb 2022 **Telecom Sector Skill** council entered into an agreement with **SBI cards** and payment service ltd for implementation of '**Leap Program**' under CSR component to be set up in the college. On **22nd Feb 2023**, a MOU was signed between Foundation for Future Ready Nari and the college to train girls in 21st century skills.
- Coordinated **outreach programs** and environment friendly green initiatives are undertaken by committees like NCC, NSS, Women Cell, Road Safety Committee etc. to enhance societal consciousness by sensitizing the students and making them responsible citizens. All the activities and programs carried out by the college are exhibited on **college Facebook page**. **Documentation** of these programs and activities leads to quality improvement and helps in the holistic development of our students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

1. **Government College for Girls, Sector-14, Gurugram** has a sustained legacy of promoting and inculcating ideas of equality, fairness and uprightness in the institution. It **fosters a vision** of gender equity and empowerment through its teaching-learning, research and other activities. It works on creating an **enabling environment** for girls across all intersections including disability, sexuality, and socio-economic backgrounds.
2. **Gender sensitisation** is integral to all the activities organised at the college level. Preference is given to papers that focus on egalitarian society like '**Literature and Gender**', etc. Many seminars, panel discussions, and workshops are conducted on gender-specific theme.
3. **Women cell** of the college addresses questions of gender equity by conducting:
 - Interactive sessions, workshops, seminars, movie screenings.
 - Ensuring a safe and enabling environment through self-defence workshops and awareness generation programmes on eve teasing, menstrual health, legal rights, cybercrime;
 - Upholding the principles of intersectionality;
 - Undertaking research projects on women's education, health, and sanitation .
 - The **Internal Complaints Committee (ICC)** is the statutory body which works towards the prevention and redressal of **sexual harassment**. It creates legal awareness, facilitates counselling and prompt **redressal** of complaints. In the orientation programme, held every year at the beginning of the session, students are briefed about the workings of the committee.
4. **NCC and NSS units** of the college play an important role in spreading awareness about social issues, health concerns, cleanliness, hygiene etc. These units also train and **motivate** girls to choose careers in defense and civil services.

Along with these, there are various other committees working round the clock to ensure the atmosphere of inclusive learning without any fear, intimidation, bias, bullying and violence.

- | | |
|---|-------------------|
| • Anti-Ragging | Committee |
| (https://gcggn.ac.in/Data?Menu=rSas3impO6s=&SubMenu=06N7h0M69tA=) | |
| • Anti-Sexual Harassment | Committee |
| (https://gcggn.ac.in/Data?Menu=rSas3impO6s=&SubMenu=js4vRWBRBwk=) | |
| • Student Grievances/Counselling Committee/Collegiate Students Grievance Committee (CSGRC) | Re-dressel |
| • Anti- Smoking Committee | |
| • Bus pass/ Railway Pass Committee | |
| • Passport Committee | |
| • Hostel Advisory Committee | |
| • Driving licence Committee : All 1st Year mentors | |
| • Internal Complaints Committee | |

- Dispensary/Health Committee
- Discipline Committee
- Proctorial/Mentor Mentees Group Committee
- Your Dost

Safety and Security is maintained in the college through following measures:

- High walls and strong gates surround the college campus.
- Hostel facilities are provided to the girl students coming from distant areas which ensure their safety in the college campus.
- The college has a number of well trained guards (male/female) who look after the safety of the girls in the college and in the hostels.
- CCTV cameras are installed at all strategic points like college main gate, parking, corridors, canteen, mess and other places to ensure the safety of the students and the staff.
- Identity Cards are issued to all students to ensure the entry of bonafide students in the campus. A PCR van of Haryana Police with lady constables is permanently stationed inside the college premises.
- The college authorities in association with Haryana Police made most of the girls download the Durga Shakti app which enables women in distress to seek immediate help from the police. Teachers are assigned Proctorial Duties to monitor the activities of the students around the college.
- Durga Shakti Van regularly visits the college campus for providing security to girls.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Government College for Girls, Sector-14, Gurugram **stands apart** for its inclusiveness and for fostering a culture that encourages people from diverse sections to come together to make important contributions, as follows:

- In order to create an inclusive campus, it is important to have **institutional mechanism** to safeguard the interests of all the stakeholders irrespective of their cultural, regional, linguistic, communal, socioeconomic, and other diversities. The institution's **regulations** and policy

guidelines for admissions, recruitment, administrative function and academics are framed in a very inclusive manner. Though the college is **strategically located** in the Delhi NCR (Gurugram) yet more than 50% students come from the villages as special provisions are being made to equally represent the interests of students coming from rural backgrounds. **5% relaxation in marks** is given at the time of admission to the students who have passed their qualifying examination from the rural schools.

- To make the classroom teaching more **inclusive** it is important to use language that prioritizes the student over his or her linguistic ability/disability. To safeguard the interests of the scheduled caste students the college has an **SC cell**. The cell ensures the implementation of the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. It also works as a **Grievance Redressal Cell** for the Grievances of SC students and employees of the college. Every year around 2000 students are benefitted from scholarships. The college has a book bank which issues books to needy students.
- The infrastructure of the college is conducive to the needs of differently abled students and employees. The entire campus is covered with tactile paving. The college also has an **Equal Opportunity Cell, and Earn While you Learn Scheme. Anti-Ragging Committee** of the college ensures providing ragging free environment in the college Campus. It designs strategies and action plans to curb the menace of ragging in the college campus as well as in the hostel premises. **Internal Complaints Committee and Women Cell** of the College ensure safety of female students and employees.
- The college undertakes initiatives like **digital literacy and mentorship** to create employment opportunities. The college also organises drug de-addiction and mental well-being workshops in partnership with several NGOs to help with awareness and rehabilitation. The College also takes various initiatives to **sensitise** students and staff towards their constitutional obligations and responsibilities. The college has a functional committee, SVEEP Committee & Electoral Literacy Club that addresses the concerns such as importance of casting votes for a thriving democracy and brainstorming ideas on how India can become a global powerhouse. Seminars on voter awareness, organ donation, and traffic rule awareness are regularly organised. Our students have been position holders for consecutive three years in the activities organised at state level on Voters's Day. Issues like environmental degradation, sanitation, unemployment, corruption, communalism, poverty, terrorism, and casteism are discussed and brought to the forefront through several seminars, workshops and talks. **Swachhta Pakhwada**, Voter ID Registration camps, Unity runs are also organised.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE - I

Human to Human Relation:'SEHYOG'

'Sehyog'- a community outreach programme to help out students, teaching and non-teaching staff members in their times of need, financially and emotionally- was initiated by the efforts of like-minded faculty members of the college. The platform was created as a means of collective charity to reach out to college community in their hour of need. The objective of "SEHYOG" is to help needy students to complete their education through fundraising and to help the employees through refundable loans to protect the self-respect of the employees.

The Practice

- 2014, Rs. 1.00 Lakh were given to Ms. Sunita Devi, widow of Mr. Chaman Lal, JLA of Botany Department.
- 2018, Rs 1.15 Lakhs were donated to the widow (Smt. Poonam Malik) of Dr. Rajesh Malik who was shot dead in the College Campus at Govt. College, Sonipat.
- Donation was given to Ms. Vedo, sweeper of our college for the marriage of her daughter.
- 2017, Rs 1.82 Lakhs were contributed in cash and kind for the marriage of Mr. Hansraj's (tabla player) daughter Ms. Khushboo.
- 2019, Rs. 92,000 were contributed for the wedding of the second daughter of Mr. Hansraj.
- Every year "Sehyog" organizes a celebration lunch on the occasions of 'Makar Sankranti' and 'Diwali' for class III and class IV employees of the college.
- 2020, Rs 1.63 lakh were donated to Mrs. Nirmala, the mother of our ex college student for her marriage.
- 2020-21, helpful hands were extended to our devoted employee Mrs Cheenu, when her husband was admitted in the hospital during covid-19 and an amount of Rs 45,000 was given to her.
- 2020, MA previous student Ms Monika, Roll number 220034152023 lost her parents during Covid was extended with immediate help of Rs 35,300 by the college community. In May 2021, a donation of around Rs. 2,50,000 was done by the college staff for Monika and her siblings during the second wave of COVID.
- 11 December, 2021, a contribution of Rs. 71,900 as Kanyadaan and gold ring were given for the wedding of Priti Kumari- one of our college students.

The context

The motto of 'Sehyog' is community participation for the well-being of mankind. Since charity begins at home so the faculty members came forward with the idea of helping the employees of the college and their family members on priority basis. Moreover it was a voluntary service and not a mandatory one. Therefore everybody devoted time, energy and money voluntarily.

Evidence of success

- It is reflected through the behaviour of class III and class IV employees. It is also reflected in the working atmosphere of the college where the employees feel emotionally and financially connected and secure.
- Some of the students who were helped by the 'Sehyog' are now pursuing higher studies and some of them are working in different service sectors. Due gratitude is extended to the teachers when they come for Alumni Meet.
- Some of the family members of class III and class IV employees of the college are still serving the

institution.

Problems encountered and resources required

- Since the number of students is very high in the college, therefore it is very tough for the teachers to scrutinize and recognize needy students. It is **very challenging** for them to judge whether the students are really in need, or they are just exploiting the resources.
- Sometimes students do not express their need out of shyness.

BEST PRACTICE- II

Human to Environment Relation: 'Waste Segregation and Management'

The college believes and follows “**Waste-Management based on 3 R's – Reduce, Reuse and Recycle**” principle. The college has started its waste segregation, keeping wet and dry wastes separately so that dry can be recycled and wet waste can be composted. When mixed **dry and wet waste** breaks down in landfill, it creates nasty greenhouse gases which is not good for environment. Segregating waste helps divert it from landfill ensuring it's recyclable properly.

Practice

- College has begun the segregation of dry and wet waste using the 6 pits in the college campus. These pits are regularly refreshed at an interval of 6-7 months.
- Plastic waste such as milk packets, chips & biscuit packets, cold drink, and water bottles are collected by students and teachers from the college campus and are further sent to the recyclers and not dumped in the landfill.
- The leaf litter is converted into **Bio Compost** and is used for gardening purposes.
- Incineration machines are installed near the washrooms in the hostel for disposal of sanitary napkins in an **environmentally friendly** manner.

The context

- In **August 2021**, the College began segregating its Waste into Wet and Dry categories. It started composting its Wet waste by natural composting methods, using 6 pits across the 32-acre campus. The Compost Pits receive about 20 kg of kitchen waste every day from the 6 Hostels.
- The College began **segregating its plastic waste**. On 2nd January 2023, plastic waste weighing 110 Kg was collected from the College premises, to be sent to Recyclers facilitated by ‘Slim Homes’ in partnership with ‘Garbage Free India’.

Evidence of success

- Regular visit of **MCG Eco green** trucks in the campus to carry out the segregated waste.
- Neat and clean campus is maintained throughout the year by well managed waste management.
- The huge amount of plastic waste collected by college is appreciated by environment friendly agencies.
- Plastic waste segregation is encouraged and is used in constructing roads such as **National Highway- Laid 2 kms of 6 lanes in Delhi-Meerut Expressway, 1 km in Sohna Road, 2 km in Delhi Cantt.**

Problems encountered and resources required

- Segregation at source is yet to be adopted by people as they cannot let go the habit of disposing waste altogether.
- It will take time for people to get **accustomed** to dumping waste properly.
- Shortage of funds to purchase **leaf shredder** unit to reuse the leaves.
- There is a requirement of **composting unit** which can convert the wet waste into compost at a faster speed as compared to the natural composting.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:****EMPOWERING WOMEN: STRENGTHENING NATION**

Government College for Girls, Sector-14, Gurugram is a **pioneer institution** dedicated towards holistic development of women by instilling life skills and leadership attributes in them. The college has a special **locational advantage** of being situated at the heart of Gurugram which makes it easily accessible by students and Faculty members. The campus can be easily reached **via Public Transport thereby reducing carbon footprints** and sensitizing the College Fraternity towards clean, green and alternative sources of energy. The entire campus of the college is covered with **solar panels** in this regard. The college has a beautiful well-maintained residential campus with lush green lawns sprawling over 32 acres with 6 girls' hostels named after the important rivers of India that accommodate 850 students so that they can pursue their studies without any disruption. We can boast of a pool of exceptional infrastructural facilities like well-equipped labs; Digital Lounge, Computer Lab, Skill Development Centre, Geography Lab, Mathematics Lab, Language Lab, Botany Lab, Zoology Lab, Home Science Lab, Bio-Technology Lab, Physics Lab, Chemistry Lab, Music Room etc. that assist the students in realizing their goals. The college **envisions** a world where women have their rightful place and are given due recognition as leaders who reach top positions in all sectors of human endeavour.

Government College for Girls, Sector-14, is the only Government college in the state offering **23 Courses** including Postgraduate courses such as M.CA., M.SC., M.COM., M.A. Geography, M.A. English, M.A. Hindi offered by 19 Departments. The unique talents and potential for leadership in the students are cultivated not only in the classrooms but outside the classrooms as well.

1.In the classroom: Classroom teaching in the college is characterized by a thrust on

non-hierarchical pedagogy and collaborative learning that encourages students to acquire critical thinking. Faculty provides nurturing and stimulating environment where students develop their communication skills, analytical abilities, academic ethics, and teamwork. Pedagogical methods include small group tutorials, field trips, class presentations and projects. The college has a well qualified staff with more than 90 teachers having PhD degrees. By the virtue of quality education imparted here, our students secure numerous distinctions in all the streams, which is a singular achievement by any college in Haryana.

2. **Beyond the classroom:** At Government College for Girls, Sector-14, learning, and training go beyond the classroom walls. Students join societies and clubs as per their hobbies and interests. This helps them in developing holistic personality and imbibe the spirit of democratic planning and teamwork. The cultural society of the college has made an imprint in the state by winning trophies in zonal, inter-zonal and state level youth fest competitions. Students take part in NSS, NCC, Red Cross and sports, Legal Literacy Cell and spearhead several social outreach activities like; **Aatma Nirbhar Bharat, Sarva Shiksha Abhiyan**, Child Labour, Promotion of Art and Culture, Prime Minister's overarching Scheme for Holistic Nourishment etc. Self-defence and well-being workshops give a critical edge to students in this journey making them confident to overcome barriers in society.
3. **Community Outreach:** Government College for Girls, Sector-14, is dedicated to community outreach. The Unnat Bharat Abhiyan (UBA) Cell has adopted 5 villages (namely Chandu, Akalimpur, Budhera, Daultabad, Bhangraula) and one slum area- Chandan Nagar Basti. The cell has formulated a Village Development Plan (VDP) assisting rural communities in skill development and livelihood opportunities. Along with this the college has also adopted three orphanages- **Salaam Baalak (Arushi Homes), Udyan Ghar** and **Bal Kalyan**. Students visit these orphanages regularly which creates an attitude of empathy among the students and makes them responsible towards the society. During the pandemic faculty of Home Science Department guided the students to make handmade, reusable masks. Opportunities for sale of these masks was also created to lead them towards social entrepreneurship. Students and staff members of the college initiated a college help-desk and resource pool during the second wave of COVID-19 where a large database of information regarding medical facilities and several health-related leads were collected and support was provided to the needy. The college itself was converted into COVID hospital during the pandemic by the District Administration.
4. **Placement/ Entrepreneurial Opportunities:** The Placement Cell collaborates with several prestigious companies working in different sectors, such as Navjyoti, SBI Cards, Haryana State CSR Trust, Telecom Sector, HARTRON, E-Karma etc. and organises an annual zonal job fair for which these companies conduct career counselling sessions and leadership training programmes. Home Science department of the college instills entrepreneurship skills in the students. **"Ecowako"**- venture is started by students to recycle waste and save energy by converting trash items into creative products like used glass and plastic bottles, clay, jute etc. into lamps, trays and some decorative items. Workshops are organised by the department to provide training in Culinary and Crafts skills. Many of the students from Home Science department have started their own business enterprise.
5. **Excellence in Sports:** The students at the college have been consistently performing well since the inception of the college in different events like - Handball, Korfball, Boxing, Taekwondo, Ball Badminton, Hockey etc. Coaching, training and fitness classes were also organized by the department to improve the performance of the college teams.
6. **Alumni:** Alumni of this college too are making strong contribution in the world like Indian track and field athlete -Geeta Zutshi has been awarded with Arjuna award and the Padma Shri and retired IAS Ramesh Inder Singh too has been awarded Padam Shri.

In a nutshell, G.C.G.-14 prepares students to excel in academic scholarship, community engagement, and civic virtues towards building “**Future Ready Naari**” and responsible global citizens.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

College is progressing by leaps and bounds. Some notable **initiatives and additions** during the current academic session (2022-23) include:

1. An over-the-roof solar panel of 300 KW has been commissioned.
2. New **student activity center** has been setup.
3. More **extracurricular activities** are being organised.
4. Number of **MoUs** with other academic institutes have been signed.
5. College **entrance** including gate and entry has been revamped.

Concluding Remarks :

Government College for Girls, Sector-14, Gurugram being one of the leading colleges in the state is dedicated towards holistic development of girls. We are **driving hard** to instill life skills and leadership capacity in girls enrolled. Since its inception, the college is committed to **nurture young minds** and removing socio-economic barriers and discrimination. The College envisions **a world where women** have their rightful place and are given due recognition as leaders who reach top positions in all sectors of human endeavour. The college is unique in itself on number of counts including:

1. The College has the **highest number of admission intake** among girls colleges in the state.
2. The College offers **maximum number of programmes** among all girl colleges in the state.
3. The college has an **ambience of well-maintained campus** with lush green lawns sprawling over 32 acres.

The college has taken concrete measures for quality enhancement:

1. Number of **co-curricular activities** including NSS, NCC and Sports are held throughout the academic calendar part of our academic calendar.
2. Regular seminars, expert talks, workshops and other academic activities are organized to **supplement** the college teaching.
3. College provides **ample opportunities** for student placements with regular individual and collective job fairs.
4. College has an **e-Learning** center to nurture essential 21st century skills among the students.
5. College is **entrusted** upon to organize zonal level events like Job Fair and many district level events like essay writing competitions, legal cell competitions and so on.
6. College has **ample** number of labs for different science subjects for experimentation.
7. College has **robust** ICT infrastructure.

We are striving hard to **convert our weakness into strengths and limitations into challenge towards the academic excellence.**