

**ANNUAL QUALITY ASSURANCE REPORT**  
**(AQAR)**

**AY: 2017-18**

submitted by



submitted to



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(WWW.GCGGCN.AC.IN/NAAC/IQAC)**

**GOVERNMENT COLLEGE FOR GIRLS**

**SECTOR 14, GURGAON, HARYANA-122001**

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**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC**  
**FOR THE ACADEMIC YEAR, JULY 01, 2017 - JUNE 30, 2018**

**Part – A**

**1. Details of the Institution**

<b>1.1 Name of the Institution</b>	<b>Govt. College for Girls, Sector-14, Gurgaon</b>
<b>1.2 Address Line-1</b>	Opposite Kalyani Hospital
Address Line-2	Mehraulli-Gurgaon Road
City/Town	Gurgaon
State	Haryana
Pin Code	122001
Institution e-mail address	<a href="mailto:gcggn@gmail.com">gcggn@gmail.com</a>
Contact Nos.	+91-124-2320783
<b>Name of the Head of the Institution</b>	<b>Smt. Sushila Kumari</b>
Tel. No. with STD Code	+91-124-2320783
Mobile	+91-9582966331
<b>Name of the IQAC Co-ordinator</b>	<b>Dr. Sandeep Maan</b>
Mobile	+91-9868447249
IQAC e-mail address	<a href="mailto:gcggn@gmail.com">gcggn@gmail.com</a>
<b>1.3 NAAC Track ID (For ex. MHC0GN 18879)</b>	<b>HRC0GN10243</b>
<b>1.4 NAAC Executive Committee No. &amp; Date</b> <i>(For Example EC/32/A&amp;A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)</i>	<b>EC/49/RAR/05 dated 15-06-2009</b>
<b>1.5 Website Address</b>	<a href="http://www.gcggn.ac.in">www.gcggn.ac.in</a>
Web-link of the AQAR	<a href="http://iqac.gcggn.ac.in/AQAR2017-18.pdf">http://iqac.gcggn.ac.in/AQAR2017-18.pdf</a>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of	Validity Period
1.	1 <sup>st</sup>	C+		2003	05 Years
2.	2 <sup>nd</sup>	B	2.66	2009	05 Years

1.7 Date of Establishment of IQAC:DD/MM/YYYY

23/04/2013

1.8 AQAR for the Year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR [2013-14](#)31/12/2018

ii. AQAR [2014-15](#)31/12/2018

iii. AQAR [2015-16](#)31/12/2018

iv. AQAR [2016-17](#)31/12/2018

v. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

State  Central  Deemed  Private

Affiliated College

Yes  No

Constituent College

Yes  No

Autonomous College of UGC

Yes  No

Regulatory Agency approved Institution  
(e.g. AICTE, BCI, MCI, PCI, NCI)

Yes  No

Type of Institution

Co-education  Men  Women   
Urban  Rural  Tribal

Financial Status

Grant-in-aid  UGC 2(f)  UGC 12B

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phy Edu)

TEI(Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Maharshi Dayanand University, Rohtak

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. /University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)   
(College of Excellence, CoE by State Govt.)

UGC-COP Programmes



## 2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	-
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institute Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC:

- All Academic activities from admission to commencement of exams are discussed in the meeting, IQAC and policy thus discussed is executed.
- It suggest the ways and means to improve the quality of teaching in the college for example, use of ICT in classrooms, projects, case studies, power point presentation, assignments, debate, declamation, group discussion, class test etc.
- It extends support for research initiative by teachers and also conducts faculty development programmes and motivates the teachers for the participation, presentation and publication of

quality research articles in the reputed journals of national and international level.

- It supports every department of the college in organizing the seminar/conferences/workshop where large number of participants from different institutions interacts with our faculty members and the students.
- It also organizes educational tours of the students to have first and practical knowledge.
- Its supports and motivate every department in inviting the experts from reputed universities and institutions for extension lectures for the benefit of the students.
- It emphasis more collaboration with industries, NGOs and research organization.
- It aims at providing best of the infrastructural facilities in the form of well equipped library, seminar/ conference halls etc.
- It coordinates with In-charges of Cultural/Sports/NCC/NSS/Women Cell/Legal Cell/Red Ribbon Club/Departmental Association/Class In-Charges/Alumni's/ for harmonious development of students.
- Results Analysis of the College Department- wise
- Conducted IQAC Workshops
- Submission of Performa for the Funding Agencies to conduct National Conferences
- Involved in all the quality related works.

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
More involvement in curriculum Planning to improve the quality of teaching, research and examination. This involves, improvement of infrastructure, including construction of building, enhancing laboratory facilities and maintaining the academic calendar and publishing result in time.	<ol style="list-style-type: none"> <li>1. Every department create academic calendar and every teacher create lesson plan, post them over website.</li> <li>2. Increase use of ICT in teaching; demand/implement smart class rooms.</li> <li>3. Many of our teachers are part of the curriculum restructuring committee and board of studies in various Universities.</li> </ol>
Gender sensitization and legal awareness among students.	<ol style="list-style-type: none"> <li>1. Setting up rallies and making door to door visit, workshops were organized by various committees.</li> <li>2. Students are more aware of legal rights.</li> </ol>
To strengthen the training and placement cell of the college.	<ol style="list-style-type: none"> <li>1. Student's enrolment to placement activities increased.</li> <li>2. Number of placements increased.</li> </ol>

	3. Essential skill development among students prior to job fair.
Organisation of Seminars/Workshops/Conferences	Proposals were submitted to various agencies including HEC regarding organisation of Seminars. etc.
Increase student participation in co-curricular activities	<ol style="list-style-type: none"> <li>1. Awareness among students regarding importance of co-curricular and extracurricular activities.</li> <li>2. Student active participation in Swachh bhara abhiyan, legal literacy cell, woman cell, red ribbon club and sports activities.</li> </ol>
Minimizing environmental degradation	<ol style="list-style-type: none"> <li>1. Decreased use of paper and plastic.</li> <li>2. Optimization of existing infrastructure.</li> <li>3. Tree plantation</li> </ol>

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other Body

Provide the details of the action taken:

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. The College Council has approved the AQAR.</li> <li>2. Emphasis on more efforts for the overall development of the students.</li> </ol> |
|---|

## Part – B

### CRITERION – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of Self-Financing programmes	Number of value added/Career Oriented programmes
PhD				
Post Graduate	07			01
Under Graduate	17			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01
Others				
<b>Total</b>	<b>24</b>			<b>02</b>
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective Option/Open Options: PG courses have CBCS.

(ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	25
Trimester	-
Annual	01

1.3 Feedback from stakeholders\*  
(On all aspects)

Alumni  Parents  Employers  Students

Mode of Feedback Online  Manual  Co-operating Schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure: (See [Annexure-I](#))



**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

Yes, Revision & update of syllabi is done by University and the college implement all the changes. The syllabi of various courses are provided by the affiliating university (Maharishi Dayanand University, Rohtak). However, the faculty of the college have say in designing the course curriculum through representation to the respective departments of the University.

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

No



## CRITERION-II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
93	49	44	N/A	

#### 2.2 No. of permanent faculty with Ph.D.

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

Note: Recruitment and transfer are done by the Haryana Government itself through HPSC & DHE respectively

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

#### 2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	06	1
Presented papers	18	26	-
Resource Persons	1	-	-

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

The main focus of principal and staff of the colleges is the holistic development of the students so that they can take up any challenge at the work place.

- Emphasis is on having interactive sessions by every faculty where every student gets involved. For this number of academic activities such as project work, case studies, mock teaching, debate and declamations contest, quiz contest, Extension lecturers & deliberations by experts are done regularly in class for students.

- The individual faculty member prepared the lesson plan including, Class tests, Assignments for teaching and evaluation as per the syllabus of respective subjects at the beginning of every semester.
- The mentoring programme and Continuous evaluation system was a regular academic process for quality improvement
- Use of ICT by the students with Internet facility both in the hostels and college campus.
- Computer education is compulsory for all the students. Soft skill training programmes. E-learning courses.
- Echo Club and Trans-Plantation drives, Clean and Green campaign.
- WiFi network was setup training sessions for facing interviews.
- For making the learning more interactive educational and industrial tours are organized by every faculty to give practical knowledge to the students.
- Services of experts in the field of Cultural & Sports, is hired for grooming the students.

**2.7 Total No. of actual teaching days during this academic year**

As per UGC and Haryana Govt. guidelines

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-Choice Questions)**

- The College ensures compliances to all the University Evaluation norms and guidelines.
- The students are evaluated based on continuous internal assessment and the external examination conducted by the university at the end of the semester.
- The institute adopts various methods for assessing students like regular class tests, quiz, competitions, presentations, assignments, projects etc.
- Reforms from time to time to maintain confidentiality and quality in examination/evaluation. College has implemented in the semester system and numbers of courses are on CBCS pattern.
- The whole data of Internal Assessment is sent to the University in digital form.

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development/workshop**

09

**2.10 Average percentage of attendance of students**

80%

**2.11 Course/Programme wise distribution of pass percentage:**

<b>Title of The Programme</b>	<b>Total No. of Students Appeared</b>	<b>Total No. of Students Passed/Degree Awarded</b>
B.A.	370	204
B.A.(Hons) Eco	46	24
B.A.(Hons) Eng	47	29
B.A.(Hons) History	53	23
B.A.(Hons) Geog	22	17
B.A.(Hons) Hindi	42	30
B.A.(Hons) PolSc	47	46
B.Com	496	380
B.Com (Hons)	54	54
B.Sc (BioTech)	50	49
B.Sc (HomeSc)	18	16
B.Sc (Hons) Botany	49	46
B.Sc (Hons) Maths	52	45
B.Sc (Hons) Zoology	37	35
B.Sc (Non-Medical)	544	433
BCA	101	74
M.A. (English)	40	NA
M.A. (Geog)	30	NA
M.Com	57	50
M.Sc (Comp Sc)	57	50
MCA	44	37

**2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:**

- In the beginning of the academic session, IQAC of the college holds a meeting to decide the way of effective implementation of the curriculum sent by the affiliating university starting from Admission to final culmination of the academic session. It encourages organization of inter & intra institutional workshops, seminars, deliberations and talks on quality related themes.
- It attains regular feedback from students, parents & other stakeholders on quality related institutional processes. The problems of the students are taken through teacher class mentors and resolved.
- Results, syllabi and timetable are some issues which are scrutinized by IQAC in departmental audits. All the lab equipments are checked and any discrepancies found are rectified.
- It tries to develop & maintain the institute's database for enhancing the institutional quality.

- Encourages the teachers to use modern teaching aids like usage of ICT.

### 2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	3
UGC- Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	04
Faculty exchange Programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	06
Others	2

### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	09	34	03	No
Technical Staff	22	20	No	No



## CRITERION – III

### **3. Research, Consultancy and Extension**

#### **3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- Some of the faculty members are actively engaged in research work in their respective areas. Facilities like library and internet etc. are provided.
- College provides Duty leave and financial assistance to faculty members for participating and presenting research papers in seminars/conferences held elsewhere.
- Display of circulars / Notices of the granting agencies on the notice boards
- Post Graduate students carry out training and projects in various institutes and companies.
- Faculty members of various departments are involved in PhD and M.Phil guidance.

#### **3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

#### **3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

#### **3.4 Details on research publications**

	International	National	Others
Peer Review Journals	-	-	<b>10</b>
Non-Peer Review Journals	-	-	<b>3</b>
e-Journals	-	-	<b>6</b>
Conference proceedings	-	-	<b>3</b>

#### **3.5 Details on Impact factor of publications:**

Range  Average  h-Index  Nos in Scopus



**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

Nature of Project	Duration Year	Name of funding agency	Total grant sanctioned (Lakhs)	Received (Lakhs)
Major Project	NA	NA	NA	NA
Minor Project	NA	NA	NA	NA
Interdisciplinary Project	NA	NA	NA	NA
Industry Projects	NA	NA	NA	NA
Project sponsored by University/College	NA	NA	NA	NA
Student research projects (other than compulsory by the University)	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA

**3.7 No. of books published**

i) With ISBN No.  Chapter in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/Funds

**3.9 For Colleges**

Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any other(specify)

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the institution**

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring Agencies	-	-	-	-	-

**3.12 No. of faculty served as experts, chairpersons or resource persons**

**3.13 No. of collaborations**

International  National  Any other(specify)

**3.14 No. of linkages created during this year**

**3.15 Total budget for research for current year in lakhs:**

From Funding  From Management of University/College   
agency

Total

**3.16 No. of patents received this year**

Type of Patent	Applied/Granted	Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

**3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year**

Total	International	National	State	University	District	College
-	-	-	-	-	-	-

**3.18 No. of faculty from the institution who are Ph. D. Guides and students registered under them**

**3.19 No. of Ph.D. awarded by faculty from the institution**

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF	2	SRF	-	Project Fellow	-	Any other	1
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**3.21 No. of students Participated in NSS events:**

University Level	<input type="text" value="120"/>	State Level	<input type="text" value="150"/>
National Level	<input type="text" value="100"/>	International Level	<input type="text" value="00"/>

**3.22 No. of students participated in NCC events:**

University Level	<input type="text" value="00"/>	State Level	<input type="text" value="54"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

**3.23 No. of Awards won in NSS:**

University Level	<input type="text" value="70"/>	State Level	<input type="text" value="01"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

**3.24 No. of Awards won in NCC:**

University Level	<input type="text" value="00"/>	State Level	<input type="text" value="01"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

**3.25 No. of Extension activities organized:**

University Forum	<input type="text" value="00"/>	College Forum	<input type="text" value="08"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any Other	<input type="text" value="00"/>

**3.26 Major Activities during the year in the sphere of extension activities and institutional Social Responsibility**

- “Earn While You Learn “scheme introduced by Haryana Government was successfully implemented by Mrs Kusum Bareja and Mrs Ranjana Sharma more than 65 students benefited out of scheme.
- English Literary society organized Calligraphy Competition, on 28<sup>th</sup> Sept and Essay Writing Competition 22<sup>nd</sup> Nov, and Poetic recitation in the month of Nov.



- A Poster making competition was organized by Economic Department on 11<sup>th</sup> Aug 2017 .
- Teej Mahotsava and Van Mahotsava were celebrated in the month of July and Aug 2017 respectively
- Botany Department organized All India Essay Writing Competition on 12 Aug 2017 and a district level science quiz was organized on 30<sup>th</sup> Aug 2017.
- Biotechnology Department organized a science quiz on 30<sup>th</sup> Aug 2017.
- An extension lecture was delivered by Smt Ranjana Kumari Seth (Coordinator, Clinical Research Life Care, Gurugram) on “Drug Development and Regulatory Affair”.
- A talent search competition was organized in the college on 23<sup>rd</sup> and 24<sup>th</sup> Aug 2017 around 200 students participated in various activities with great enthusiasm.
- Anti Corruption day was celebrated on 2<sup>nd</sup> Nov 2017.
- Zonal Youth Festival was organized in U.I.L.M.C sec 40 Gurugram from 10 Nov - 12Nov 2017 .Under the able guidance of the Principal Dr. Sushila Kumari and Dr. Virender Antil (Dean of Cultural Activities ) and all members of Cultural Committee. Our students brought laurels to the college by bagging eight first prize , four second prize and two third prize . Best Actress Award in Sanskrit Play was won by the student of our college.
- Inter-zonal Youth Festival was organized in M.D.U Rohtak from 17Nov -19 Nov 2017 .our students’ secured four first prize positions, one second position and one third position.
- Various activities like essay writing, slogan writing, painting, debate etc were organized under the able guidance of Principal Sushila Kumari and Dr. Sandeep Maan.
- On the occasion of ‘International Youth Day ‘various activities were organized from 1<sup>st</sup> Aug -15<sup>th</sup> Aug 2017 by Red Ribbon Club where in the student were shown a film on AIDS and many other activities like poster making competition and discussions were organized.
- Teacher’s Day ,Pt . Deendyal Jayanti and anti sexual harassment day were celebrated in the month of Sept and Oct.
- Women cell organized a 20 day workshop on defence from 7<sup>th</sup> Sep 2017 in which 80 students participated.
- A workshop on ‘Legal Aspects of Sexual Harassment ‘was organized by Women Cell in the month of Oct. Approximately 1000 students participated in this workshop. As per the directions of the Human Resource Ministry a ‘Gender Champions Club’ was formed.
- NCC Cadets of our college participated in the annual training camp organized by NRS College Rohtak and also participated in adventure camp held in Delhi.
- Under the able guidance of Dr. Sunita Sheoran, Hindi Literary Society organized Poetry Recitation and debate in the month of Sep 2017 .Hindi Day was celebrated on 14 Sep 2017
- AIDS Week was celebrated from 23Nov -1 Dec 2017 by Red Ribbon Club.

- A Written Quiz was organized by Road Safety Club in the month of Nov in order to make them aware of traffic rules.
- Digital society organized quiz contest and Chart Making Competition in the month of November.
- Dept. of Home Science organized various competition like Pot Painting, Collage, Best out of waste, Rangoli , Poster Making , Clay Modelling , Block printing etc. in the months of October.
- A Trip to Handicraft museum New Delhi was organized by Home Science Dept. on 3<sup>rd</sup> October 2017.
- Psychology Department organized a college level Science exhibition on 10<sup>th</sup> October 2017.
- Zoology Department organised a district level quiz contest on 30<sup>th</sup> august 2017. An extension lecture was delivered by Dr. Alora Sen on ‘Cancer’.
- Red Ribbon Club celebrated National Youth Day on 6<sup>th</sup> January 2018.
- A five day Youth Red Cross Camp was organized from 15 Jan – 19 Jan 2018 by Red Cross Society Gurugram in which 20 students of college participated.
- As per the Directions of Transport Commissioner Chandigarh, Road Safety Club organized Poster Making competition on 26<sup>th</sup> Feb 2018.
- A one day Seminar was organized by the Transport Department on 14<sup>th</sup> march 2018 in which approximately 1000 students of our college participated.
- Women’s Day was celebrated on 8<sup>th</sup> march 2018 with maximum participation and great enthusiasm
- Various activities like Slogan Writing and Poster making competition were organized on the occasion of International Women’ Day by the Women Cell.
- One week N.S.S Camp was organized from 25<sup>th</sup> Feb – 3<sup>rd</sup> March 2018 in Chandan Nagar Gurugram. During the session, three day Cleanliness Camp was also organized.
- A Calligraphy competition was organized on 9<sup>th</sup> Nov 2017 by Hindi Literary Society.
- A one day Educational Trip to Agra was organized for 42 students on 23<sup>rd</sup> march 2018. An Educational Cum Excursion Trip to Kullumanali was organized for 88 students from 26<sup>th</sup> Feb – 4<sup>th</sup> 2018.
- A Trip to Shimla , Kufri, Naldehra was organized for 45 students on 27<sup>th</sup> Feb – 2<sup>nd</sup> March 2018.
- Another Educational Trip to Khajiyaaar, Dharamshala, Maklodganj and Amritsar was organized from 27<sup>th</sup> Feb – 4<sup>th</sup> March 2018.
- An Interclass quiz contest was organized on 19<sup>th</sup> Feb 2018 by English Literary society . An extension lecture was delivered on 26<sup>th</sup> Feb 2018 on “Spoken English” by Mrs. Anita Pratap Singh.
- Hindi Literary Society Organized extension lecture in the month of March.
- ‘Vasant-Utsav’ was celebrated by Sanskrit Literary Society on 12 feb 2018-13th Feb. 2018.
- Zoology Dept. Organized a chart and Model making competition on 19<sup>th</sup> March 2018.
- P.C. Ray Society Organized a college level science exhibition in the month of October.
- Interclass science quiz was organized by the chemistry Dept.



- Biotech Department organized a Bio Tech Symposium on 19 March 2018 in which various activities like Debate, Speech, Science model etc. took place.
- An Educational Trip to PUSA was organized by Biotech Dept. in the month of March.
- Voters day celebrated by Physics department and kabir jayanti, Pt. Deen Dayal Upadhyay Jayanti was also celebrated by the department.
- Economics Department organized an extension lecture on “Potential Development” on 12<sup>th</sup> March 2018.

## CRITERION-IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	31.6 Acres	-	Haryana Govt. Fund	31.6 Acres
Class Rooms	33	04	-do-	37
Laboratories	30	08	-do-	38
Seminar Halls	01		-do-	01
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	-	Equipment for Lab upgradation	-do-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2.5 Lakhs	-do-	2.5 Lakhs
Others	01 Science Block 01(Auditorium) 01 (Reading Hall)			03

#### 4.2 Computerization of administration and library:

In Process of computerization. Most of the books are issue/ return with the help of Smart card/Bar Coded Library Card. The Library is OPAC enabled.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	72008	-	434	1,70,264/-	72442	-
Reference Books						
e-Books	-		-	-	-	-
Journals	-		-	-	-	-
e-Journals	650	5,000/-	-	-	650	5,000/-
Digital Database	-		-	-	-	-
CD & Video	Few CDs & Videos are available in respective departments			-	-	-
Others(specify)				-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	276	141	2MBPS ILL 10- 512Kb NMEICT	-	-	08	70	Softskill-32 Commerce Lab-16 Time Table-01 UGC/NRC- 04 Library-04
Added	-	-	-	-	-	-	-	-
Total	276	141	-	-	-	08	70	57

#### 4.5 Computer, internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet is available on all computers of computer Lab. Also, campus is enabled with wi-fi. Students and teachers both have access for Internet and computers in the campus. Students take computers classes Using ICT and also practical's for the development of their soft skills. College has CMS for admission process, merit list preparation, university exam forms and university returns.

#### 4.6 Amount spent on maintenance in lakhs:

1.	ICT	-
2.	Campus Infrastructure and Facilities	Under PWD Department
3.	Equipments	-
4.	Others	-
5.	TOTAL	-

## CRITERION-V

### **5. Student Support and Progression**

#### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services:**

- The new session commences with orientation of the students who are told about all the activities in the field of Academic, Cultural, Sports and other Extra Curricular Activities.
- Various committees catering to the needs of the students such as Discipline Committee, Sports Committee, Anti Ragging Committee, Cultural Committee, Proctorial Board, SC/ST Committee, Student Welfare Committee, Grievance Redressal Committee, Women Cell, Red Ribbon Club, NCC/NSS Committee, Time Table Committee, Library committee etc. are formed which regularly provides support services to the students.
- Relevant information are placed on website of the college, notice boards and through routine notices for guiding the students.
- To inculcate moral / ethical values among the students.
- To ensure the advancement of Higher Education.
- To undertake quality related research projects and training programs for students.
- To impart basic knowledge of computer and to strengthen communicative skills to all the students to enhance the employability.
- To ensure the participation of all the students in the extracurricular activities to build their self-confidence.
- Suggestion boxes are installed at prominent places in the college for seeking the suggestions and feedback from the students.

#### **5.2 Efforts made by the institution for tracking the progression**

- Regular documentation of achievements and progressions of the students is maintained.
- Apart from offering under graduate courses, the college offers Master Degree Programs in Commerce, English, Geography ,Computer Science
- . The faculty of the college is available for regular counselling of the related to career prospects.
- Feedback from students helps the authorities to improve the performance and to march towards progression.
- The college has Grievance Committee for tracking progression.
- Committees for Result Analysis, Student Progression in cultural, sports and other extra-curricular



activities conduct a variety of activities throughout the year.

**5.3 (a) Total Number of students**

U.G.	P.G.	PhD	Others
6772	549	-	-

**(b) No. of Students outside the state**

N/A

**(c) No. of international Students**

-

Men	No.	%
	-	0

Women	No.	%
	-	0

**(d) College Students:**

Last Year					This Year				
General	SC	ST	Physically Challenged	Total	General	SC	ST	Physically Challenged	Total
6291	1030	0	-	7321			0		

Demand Ratio:- 1:6 (app)

No. of average Dropout students:-

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

- Arranges extension lectures for preparation of NET, bank PO, UPSC Exams/State Civil Services Exam/SSC through local academies.
- To enrol a number of students for the particular session for various personality development programmes to grow their personality as per their subjects, fields and interest.
- To make a list of potential employees for hiring our graduates
- Various books for competitive exams are available in library.
- To organize various activities like job fair, Skill development programme, summer training and internship programme.
- It was suggested to obtain feedback from industries and companies participating in job fair.

No. of student beneficiary

Approx. 700 Students

**5.5 No. of students qualified in these examinations**

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

**5.6 Details of student counselling and career guidance**

- College has well established Placement cell for organizing a number of seminars/workshops and extension lectures on Personality Grooming, Communication Skills, Preparation of Interview and GDs etc.
- Cell also invites number of MNCs for Campus Placement



- The regular meeting of students and teachers in tutorial groups help in personal counselling.
- Psychological and Clinical counselling
- Training workshops are arranged for the students for placement and facing interviews.
- Timely display of information for placement in various fields.

**No. of Students benefitted: Approx 700**

### 5.7 Details of campus placement

<b>No of companies visited</b>	<b>No of Students participated</b>	<b>No. of placements</b>
<b>45</b>	<b>1200</b>	<b>431</b>

### 5.8 Details of gender sensitization programmes

- A workshop on ‘Legal Aspects of Sexual Harassment ‘was organized by Women Cell in the month of Oct. Approximately 1000 students participated in this workshop. As per the directions of the Human Resource Ministry a ‘Gender Champions Club’ was formed.
- Anti- sexual harassment day were celebrated in the month of Sept and Oct.
- Women cell organized a 20 day workshop on defence from 7<sup>th</sup> Sep 2017 in which 80 student participated
- Women’s Day was celebrated on 8<sup>th</sup> march 2018 with maximum participation and great enthusiasm. Various activities like Slogan Writing and Poster making competition were organized on the occasion of International Women’ Day by the Women Cell.

### 5.9 Students Activities

<b>5.9.1 No. of students participated in Sports, Games and other Events</b>			
State/University Level	<input type="text" value="50"/>	National Level <input type="text" value="08"/>	International Level <input type="text" value="00"/>
<b>No. of students participated in Cultural Events</b>			
State/University Level	<input type="text" value="100"/>	National Level <input type="text" value="-"/>	International Level <input type="text" value="-"/>
<b>5.9.2 No. of medals/awards won students in Sports, Games and other events</b>			
Sports: State/University Level:	<u>03</u>	National Level: <u>  </u>	International Level: - <u>00</u>
Cultural: State/University Level:	<u>  </u>	National Level: <u>  </u>	International Level:- <u>00</u>

### 5.10 Scholarship and Financial Support

	<b>Number of students</b>	<b>Amount</b>
<b>Financial support from institution</b>	-	-
<b>Financial support from government</b>	1030	from Govt.
<b>Financial support from other sources</b>	-	-
<b>Number of students who received international/ National recognitions</b>	-	-

### 5.11 Student organised/initiatives

<b>Fairs: State/University Level:</b> <u>01</u> <b>National Level:</b> - <b>International Level:</b> -
<b>Exhibition: State/University Level:</b> <u>01</u> <b>National Level:</b> - <b>International Level:</b> -

### 5.12 No. of social initiatives undertaken by Students

Cleanliness Camp was organized in Village Chandan Nagar, Gurugram. Quiz on Road Safety Traffic .
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### 5.13 Major grievances of Students (if any) redressed

- No major grievance was received. Minor problems reported were resolved.
- Renovation of toilets in the college as well as the hostel.

## CRITERION – VI

### 6. Governance, Leadership and Management

#### 1.6 State the Vision and Mission of the institution

**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. So that our society can have educated, cultured, economically independent, confident and competent women who can contribute towards a prosperous and happy society.*

**Mission**

- Spread literacy among girls.
- Empower girls.
- Overall development of students.
- Overall development of family.
- Development of society at large.
- To raise and sustain the quality of teaching and learning in order to achieve academic excellence.
- To provide compatible / professional education and to create a sense of competition among students so that they can have competency required for employment at national and global level.

#### 6.2 Does the institution has a management information system: Yes

- Students Admissions and Enrolment data.
- Internal and External Assessment Data.
- Faculty Attendance and Other Records.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

All the guidelines given by the University are followed properly. Lesson plans are prepared followed.

##### 6.3.2 Teaching and Learning

- The faculty adopts Learner-centric education approach to make the curriculum interesting for the students so as to facilitate effective learning outcome.
- It is done by ensuring Interactive instructional techniques, greater use of debates, projects, presentations, surveys, experiments and practical classes, lectures by experts from other colleges etc.



- College has well equipped laboratories required for practical classes.
- Tutorial classes
- Educational tours
- Teaching and learning skills are updated and modified by the Higher Authorities, university officers, the Principal of the college and the suggestions forwarded by the students.

### 6.3.3 Examination and Evaluation

- The process for Examination and Evaluation, as set by the University, is adhered to by the college strictly.
- The College adopts various methods for assessing students like regular class tests, quiz, competitions, presentations, assignments, projects etc.
- Transparency, evaluation & rechecking processes followed to give justice to students.
- Students allowed to procure photocopies of answer sheets on demand.
- Question papers consist of all types of questions like objective, short & essay - type questions.
- College teachers are sent as examiners to other colleges for evaluating students on the basis of viva-voce.
- Due credit is given to the students for their outstanding achievements in sports and co-curricular activities at the state, national and international levels during internal assessments.

### 6.3.4 Research and Development

To promote research, the college encourages its faculty members to participate and present papers in various States/National/International Seminars and Conferences. The library is also well equipped with required number of titles and volumes of text books, computer hardware and software for conductive learning. College provides its students an opportunity to come out with their views and experiences and share those opinions through annual college magazine. Students are made to understand the importance and necessity of research work by way of class projects and assignments. A few faculty members are engaged in guiding research scholars.

### 6.3.5 Library, ICT and physical infrastructure/instrumentation

- Smart Projectors are installed in some of the classrooms and labs in the college and are effectively used by the faculty to deliver lectures.
- Library is partially computerised.



- Most of the books are bar-coded.
- New and latest editions of books, journals and e-resources available.
- Internet facility is available in the college campus and hostel.
- Computer lab, Physics lab, Chemistry Lab, Zoology Lab, Botany Lab and Botanical Garden are available.
- College campus is well equipped with all required infrastructure facilities.

### 6.3.6 Human Resource Management

Human resource is an integral part of an organization and the college takes utmost care to manage this resource very efficiently and carefully. The service rules are made transparent and they are given benefits and various extra facilities and incentives such as duty leaves and travel support. Also, information about knowledge enhancing programmes is provided. Faculty members get to teach their preferred area of interest according to their specialization. Faculty attends seminars and conferences to enhance and update their knowledge. Extension lectures and workshops are organized to cater to the diverse needs of learners. The college has Grievance Redressal Committee and internal complaint committee (ICC) formulated as per direction of the competent authority. Bio-metric attendance system ensures regularity and fair assessment of staff.

### 6.3.7 Faculty and Staff Recruitment

The Recruitment of regular faculty and non-teaching staff is done by HPSC. However, at the beginning of each session the departments are required to submit their subject wise expected work load to the principal. Keeping in view requirements, the principal appoints visiting faculty as per and the UGC eligibility norms.

### 6.3.8 Industry interaction/Collaboration

The institution promotes industry interaction through the Placement Cell headed by the Placement Officer. The Cell promotes placement and industrial training for the students. Students of MCA carry out their major projects in the various industries or centers which is compulsory part of their curriculum

### 6.3.9 Admission of Students

- The admissions were made strictly in accordance with the state government and Maharshi Dayanand University rules.
- Online admission process was successfully implemented.
- Seat reservation norms are followed as per government and university rules.

#### 6.4 Welfare schemes for Teaching/Non-Teaching employees and students

<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Orientation, Refresher and short-term courses offered by HRD.</li> <li>• Duty leaves for various career advancement programmes.</li> <li>• Medical Reimbursements were given to employees as per Haryana Govt. Rules.</li> <li>• Allowances: Haryana Govt. gives various allowances to its employees- ward education allowance is given to all the employees.</li> </ul>
<b>Non-teaching</b>	<ul style="list-style-type: none"> <li>• Staff quarters are provided in college campus.</li> <li>• Non-teaching staff has separate administrative office equipped with individual computers.</li> <li>• Medical Reimbursements were given to employees as per Haryana Govt. Rules.</li> <li>• Allowances: Haryana Govt. gives various allowances to its employees- ward education allowance is given to all the employees.</li> </ul>
<b>Students</b>	<p>Scholarship Schemes, Placement and Career Counselling Cell, Women's Cell, Grievance Redressal Cell, Cultural Activities, Effective and active sports department.</p> <p>Earn While you Learn Scheme: As per the directions of Directorate General Higher Education, Haryana the needy students belonging to economically weaker sections and meritorious students are allocated work in the college in their vacant lectures. They are paid for the work.</p> <p>Prizes: Students excelling in academics and other co-curricular activities are awarded certificates and prizes by college during Annual Function.</p> <p>Govt. Health schemes are implemented by the college like blood test, bone density test, Health related talks are arranged, and expert Doctors are invited for the same.</p>

*All the welfare govt. schemes are implemented in the college.*

#### 6.5 Total corpus fund generated:

Funds in various heads (AF, building fund, library fund, sports fund, cycle fund, science fund SAF,youth welfare fund, exam fund etc.) are generated from the fees collected by the students.

6.6 Whether annual financial audit has been done: Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declare results within 30 days? N/A (Results are declared by the affiliating university, MDU, Rohtak)

For UG Programs Yes  No

For PG Programs Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A; Examination reforms come in to the domain of the affiliating university, MDU, Rohtak.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The affiliating university gives autonomy to colleges in areas like conducting periodical tests, giving assignments and teaching methodology and Internal Assessment

6.11 Activities and support from the Alumni Association

The college has a registered Alumni Association which is actively involved in the growth of the college. They hold meetings from time to time to chalk out their plan of action. They contribute in the following ways:

- Provide financial aid and scholarships to the needy and deserving students.
- Donation of Books and Study Materials to the needy students
- Invite prominent speakers to interact with students on women related and current issues.

6.12 Activities and support from the Parent – Teacher Association:

Through the parent Teacher Association, we get regular feedback about the working of the institute. We get suggestions from the parents for further improvements.



### **6.13 Development programmes for support staff:**

Administrative staff is sent for training to HIPA, Gurugram and also they are sent at the regular intervals on various workshops such as capacity building, soft skills and various others as and when conducted by Higher Education Department and other bodies from time to time.

### **6.14 Initiatives taken by the institution to make the campus eco-friendly:**

- The college has maintained a lush green beautiful campus with lots of plants and trees.
- Students are motivated to conserve electricity and water.
- Students are encouraged to use bio-degradable things.
- Various activities were carried throughout the year such as: Best out of waste, Innovative Dust bins, Pot Decoration with waste .
- Reusing blank side of used paper and answer sheets of class test for office and other work.
- No garbage is allowed to burn in the campus.
- In hostel kitchens, only LPG is used.
- NSS units function actively in making the campus green by organizing activities like tree plantation & campus cleaning programmes.
- Environmental Science is a part of curriculum at under graduate level.



## CRITERION-VII

### **.7. Innovations and Best Practices**

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- New smart class rooms created.
- Language Lab put in more use.
- Allocation of Mentors to smaller groups and regular mentor-mentee sessions.
- Strengthening of Echo Club and Trans-Plantation drives, Clean and Green campaign.
- Uploading of lesson plans over college website.
- Increasing placement opportunities for the student.
- Improving social involvement of the students by NSS.
- Cleanliness drive within the campus

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

In the academic year 2017-18 the decisions taken up in the meeting of the IQAC regarding the plan of action put to practice.

**7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals).**

1. Usage of electronic media in teaching & Learning.
2. The Job fair organized by the institute annually in which the students from the colleges of this zone are provided an opportunity for placement.
3. Many competitions and functions were organized for all round personality development of the students.
4. Self defence training to students.

**7.4 Contribution to environmental awareness / protection.**

- A Campus Beautification Committee has been set up which works on maintaining the greenery in the college. Greenery is also maintained under tree plantation drive undertaken by NSS and NCC. Students are motivated to plant trees under EVS. Gardeners have been outsourced for the maintenance of greeneries. EVS examination is also conducted for 1st year students for environmental awareness. Dustbins are provided at various locations in the college in large number.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis).

<p><b>Strength</b></p> <ul style="list-style-type: none"><li>• Dedicated, well qualified and updated faculty, State of the Art Infrastructure.</li><li>• Well-equipped labs and digitally enabled classrooms for effective learning.</li><li>• Staff and Student development programs like seminars, extension lectures are conducted.</li><li>• Use of ICT.</li><li>• Accessibility of internet (wi-fi facility)</li><li>• Five hostels for girls.</li><li>• Wide range of programmes /courses for the students.</li><li>• Meager amount of fees for the girl students.</li><li>• Various scholarship schemes offered by the Government.</li><li>• Green and eco friendly campus</li><li>• Compulsory Computer Education for All.</li><li>• Remarkable Achievements in Academics, Sports and Cultural Activities.</li><li>• Multipurpose Auditorium and Sports Complex.</li><li>•</li></ul> <p><b>Weakness</b></p> <ul style="list-style-type: none"><li>• Shortage of Regular Staff.</li><li>• Inaccessibility of latest technologies in teaching and learning.</li><li>• Institute lacks in research Centre.</li><li>• Under staffing at many levels.</li><li>• Inadequate funds to overcome various shortcomings.</li></ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"><li>• Vocational/Honours Courses has enhanced prospects of skill development for employment in various sectors.</li><li>• To take up social responsibilities.</li><li>• Overall personality development of student prepares them for self-employment Placement</li></ul>
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**Threat/Challenges**

- Minimizing usage of paper in daily functioning of the college .
- Due to inclination of the students for skilled based programmes, traditional programmes like Sanskrit are facing the threat of vanishing.

**8. Plans of institution for next year**

- IQAC to undertake internal academic audit.
- To increase MoU's with industry.
- Plan to conduct workshops/seminars/Industry Visits/conferences.
- Keeping in view the changing educational, social and economic scenario of this area the institute has a perspective plan for development. Excellence, truth and service are our top priorities. Some proposals have been sent to HEC seeking more funds for the merged schemes, extension of girl's hostel, books & journals, equipment, smart class rooms etc to improve the teaching learning quality.

**Name: Dr Sandeep Maan**



**Signature of IQAC Coordinator**

**Name: Dr Sushila Kumari**



**Signature of Principal**

**ANNEXURE-I**  
**Feedback from Stakeholders**

Feedback from all stakeholders including Alumni, Parent, Employer, Students has been given a very important place in policy making, IQAC decision, curriculum suggestion to the university and implementation of curriculum. Major features of feedback process were:

**METHOD: MANUAL**

1. **Feedback from Students:** A box has been placed in administrative area near Principal office for collection of anonymous/named feedback/suggestions from students on their problems/suggestions pertaining to all areas specially curriculum, its contents, relevance, employability, future scope, implementation of curriculum etc. A committee comprising of senior most staff member under the guidance of Principal has been set up to take up the feedback periodically and suggest necessary action to the Principal.
2. **Feedback from Parents:** Regular interaction of class teachers with parents is encouraged starting from summer vacation with counselling sessions on admissions. Principal is accessible throughout the working hours to the parents to provide feedback and discuss the problems being faced by their wards.
3. **Feedback from Alumni:** Regular alumni interactions are made including alumni meet where various suggestion/feedback is received through elected office bearers of the association.
4. **Feedback from Employer:** The College is under direct control of the Haryana Government through Director General, Higher Education. The authorities have a constant control/observation at the daily activities being performed in the college; further officers from department visit the college regularly. The daily activities including implementation/revisions of curriculum are very much controlled/supervised by the department of higher education and any feedback/direction from the department is of utmost important.