



Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	DRONACHARYA GOVERNMENT COLLEGE, GURUGRAM
Name of the head of the Institution	Smt. POOJA KHULLAR
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01244231700
Mobile no.	9911388092
Registered Email	dgcgurgaon@gmail.com
Alternate Email	dgciqacl@gmail.com
Address	New Railway Road, Gurugram pin-122001 haryana.
City/Town	Gurugram
State/UT	Haryana
Pincode	122001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Nitasha Joon
Phone no/Alternate Phone no.	01244231700
Mobile no.	9818149807
Registered Email	dgcgurgaon@gmail.com
Alternate Email	nitashajoon@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://dgcgurugram.ac.in
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://dgcgurugram.ac.in/QuickLinks?ID=BFcJrpmMV3E=

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.54	2003	21-Mar-2003	29-Feb-2008
2	B+	2.61	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC
12-Feb-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
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No Data Entered/Not Applicable!!!

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
STATE GOVERNMENT	SCIENCE EXHIBITION	HIGHER EDUCATION	2019 365	30000
STATE GOVERNMENT	EARN WHILE LEARN	HIGHER EDUCATION	2019 365	74000
STATE GOVERNMENT	CULTURAL GRANT	HIGHER EDUCATION	2019 365	30000
STATE GOVERNMENT	SPORTS	HIGHER EDUCATION	2019 365	180000
STATE GOVERNMENT	WOMEN CELL	HIGHER EDUCATION	2019 365	130000
STATE GOVERNMENT	LAB UPGRADATION	HIGHER EDUCATION	2019 365	200000
STATE GOVERNMENT	PLACEMENT CELL	HIGHER EDUCATION	2019 365	70000

CENTRAL GOVERNMENT	RUSA	MHRD	2019 365	2000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes			
Upload latest notification of formation of IQAC	View File			
10. Number of IQAC meetings held during the year :	3			
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes			
Upload the minutes of meeting and action taken report	View File			
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No			

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

1. IQAC contributed in motivating all the Departments to organise academic and extracurricular activities throughout the year. As a result, all the Departments organised numerous activities in this year related to Extension lectures, field visit, organising workshops, Educational trips, Spiritual talks, Career guidance workshops, Communication skills training etc. 2. IQAC played a significant role in chalking out plans for upgradation of various Departments by adding new furniture items out of RUSA grant. 3. IQAC was actively engaged in organising numerous workshops as well as National and International Seminars for the Teaching staff as well as students. 4. With the visionary approach of IQAC in promoting best teaching ambience and strategies, many new Smart classrooms were added in the Institution. 5. IQAC was instrumental in promoting the culture of gender equity, character building, professional ethics, environmental consciousness and personality development programs for the benefit of its stakeholders.

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

Plan of Action	Achievements/Outcomes
Admissions in Five new courses .	Five new courses viz. History Hons, Sanskrit Hons, Psycho Hons, Diploma in career guidance and counselling and MPES were started and students were admitted in these courses.
Talent Search Competition to be organised to enhance cultural activities in the college.	Talent Search Competition was organised and students with bright potential were selected to participate in the forth coming Youth Festival.
Addition of more ICT Equipments in the college for facilitating better Teaching-Learning	Three Smart classrooms were added, printers purchased and internet connection provided to some departments.

experience.	
All Departments to organise academic and extra-curricular activities and maintain records for NAAC purpose.	Departments held various competitions, Extension Lectures, field visits etc and maintained the records of these activities.
Regular meetings of IQAC	IQAC meetings were held at regular intervals.
Participation in NIRF and AISHE.	Data successfully uploaded .
Alumni meet to be organised and work to register it.	Alumni meet was organised. Registration work could not be undertaken.
To apply for N-List Subscription in the Library.	N-List subscription was got and shared with the faculty members.
As per directions from the Department, Online ACR was to be started.	All teaching faculty members first got the initial training to upload their credentials on the ACR portal and successfully made the first beginning.
Upgradation of library Planned	Permission was sought from the Department to utilise Lapse Grant for upgrading the furniture and other facilities. Grant was utilised for the said purpose.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Name of Statutory Body</th> <th style="text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">09-May-2022</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	09-May-2022
Name of Statutory Body	Meeting Date				
IQAC	09-May-2022				
15. Whether NAAC/or any other accredited	No				

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	08-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p> A management information system is an information system used for decision making, and for the coordination, control, analysis, and visualization of information in an organization. The study of the management information systems involves people, processes and technology in an organizational context. With the above thought, the Department of Higher Education, Chandigarh, Haryana developed an online MIS portal to maintain the information related to colleges and their staff members. It has included multiple modules to collect or maintain the data. All staff members are also assigned with their Unique User Name and Password at time of the joining to fill their details like Personal details, Posting details, Training information etc . All Regular employees can fill the ACR(Annual Confidential Report) also by using the same User Name and Password. Every information and all types of data of the college and its staff updated from time to time on the MIS portal for effective management of the college. Various modules </p>

functional at present : 1. All Staff Members. 2.Extension/Guest Lecturer section 3. Workload section 4.Disbursement of salary 5. Students admission, registration with affiliating University, assessment, Practical awards, Examination, issuance of roll nos. are through online software. 6. College Library is also automated through SOUL software.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

D.G.C Gurugram is affiliated with Gurugram University from this session 2019-20 onwards and second & third years are still affiliated to M.D.U Rohtak. The initiatives taken by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follow:- 1.) The IQAC prepares the Annual Academic Calendar according to the University Calendar before the commencement of the academic year. 2.) All the departments are notified to prepare their departmental academic calendars at the beginning of the session. The calendar specifies important activities planned by the department throughout the year. 3.) The head of the department prepares departmental timetable and assigns the workload to the faculty members and papers to be taught. 4.) The timetable committee prepares a general timetable which is communicated to the students in the orientation assembly and also displayed on the notice boards. 5.) Faculty members prepare semester-wise Lesson plans for theory and practical at the beginning of every semester and also mentions tentative schedule of class tests, assignment submission and class presentation and this is conveyed to the students in advance so that internal assessments can be given fairly. 6.) Conventional classroom teaching is blended with the use of ICT tools to make teaching-Learning method more learner- centric. Apart from this, departments organises departmental Quiz , paper presentation by the students, field trips, industrial visits for effective delivery of curriculum. 7.) Library provides INFLIBNET, e-journals , N-LIST, Book bank facility etc.to the students and the teachers for the

effective delivery of the Curriculum. 8.) The faculty members are required to fill the shortage of attendance slips and also provide the list in each semester to the concerned committee for necessary action. The students having shortage of attendance are penalized so that the norm of regularity is maintained. 9.) IQAC encourages faculty members to attend Orientation/Refresher Courses, workshops and publish their research articles to upgrade their knowledge and acquire new skills for effective delivery of the Curriculum. 10.) The Co-curricular activities are promoted and supported by ICT enabled techniques in order to facilitate more thrust to quality sustenance. 11) University stipulated working days is strictly adhered to and timely completion of syllabus is ensured. 12) The Academic Council, BOS , panel of teachers for practical examinations etc provide an opportunity for the faculty to interact with members of other institutions for sharing innovative curriculum delivery practices. 13) The regular annual feedback makes the delivery of the curriculum more effective by incorporating useful suggestions from the teachers and the students into actual practice. 14) The college infrastructure and facilities are being continuously upgraded to suit the needs of changing curriculum. 15. Teacher follows a transparent and robust system of giving assessment to the students which is based on prescribed University norms.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
NIL	PG Diploma in Guidance and Counsellor	01/07/2019	365	YES as mental health counsellor, family counsellor, school counsellor, career counsellor, rehabilitation counsellor etc	This course is designed to shape promising teacher educators/counsellor with advanced teaching and counselling skills and guide young generation for defining their career paths

ahead.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MPES	PHYSICAL EDUCATION	01/07/2019
PG Diploma	GUIDANCE AND COUNSELLING	01/07/2019
BA	Sanskrit Hons.	01/07/2019
BA	Psychology Hons.	01/07/2019
BA	History Hons.	01/07/2019

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	PSYCHOLOGY	01/07/2016
MA	HISTORY	01/07/2016
MA	SOCIOLOGY	01/07/2016
MA	HINDI	01/07/2016
MA	POLITICAL SCIENCE	01/07/2016
MA	PHYSICAL EDUCATION	01/07/2019
PG Diploma	Guidance and Counselling	01/07/2019

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

	Certificate	Diploma Course
Number of Students	0	11

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	BBA	39
BA	Geography (Socio Economic Survey)	111
BSc	Biotechnology (Project work)	35
PG Diploma	PGDCG	11
MA	Sociology (Project Report-Social welfare scheme of central govt. and state govt.) , Gender (Women) /Dalits/Tribunal/ SC	29

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback system is one of the essential aspect in designing and implementing the most appropriate policies for the overall growth of the Institution. Our college has also been following the practice of getting occasional feedback from all the stakeholders in order to bring about a clear analysis of the result of the developmental policies undertaken by the Institution as per the perspective plan. A structured questionnaire is prepared by the IQAC to obtain feedback from students, teachers, Alumni. Employers and parent on various aspects related to development of the institution. At the end of the academic session, these questionnaire are distributed to the faculty members who share it with their students in mentor

groups. Feedback is provided by the students regarding the performance of the faculty members, curriculum, infrastructural facilities etc along with suggestions for betterment in these areas. The Alumni of the college also provide important feedback from time to time on certain matters where they feel improvement can be made for the betterment of the institution. These suggestions are kept in mind while formulating the annual perspective plans. Student's feedback help us in making improvements in the areas where they face difficulties/ problems on day to day basis like maintenance of classrooms, toilets, drinking water, during admission/examination times etc. Teachers also give valuable suggestions regarding implementation of ICT skills, addition of better quality textbooks. Parents provide feedback on the occasions when they visit the campus during admission days, or when called by the teachers or when visiting their wards in the hostel. The feedback thus obtained is analysed to develop the road map for initiating developmental strategies in all academic and non academic areas. The suggestions solicited from different stakeholders help in regular review of infrastructure and learning resource and contribute significantly in aligning the interests of the stakeholders with that of institutional interests. The data is collected by IQAC is sorted out and consolidated for drawing analysis and appropriate actions are implemented accordingly. Based on the feedback obtained from the students, IQAC communicated to the teachers to use more and more participative and experiential learning teaching methods, to diligently give proctorial duties, to encourage placement cell to organise more industry collaborative initiatives and to give frequent feedback on the students performance in the class as well as in the mentor groups on their personality traits so that students are able to make significant improvements in their overall growth while pursuing higher education. During the times of online classes, teachers were directed frequently by the Department and the principal to meet online classes regularly to complete syllabus on time and to provide E-material to the students so that they were able to cope up with their studies in these challenging times in much better ways. Constant motivation and follow up exercise was done by the teachers during the pandemic times so that students felt encouraged and continued with their studies in spite of facing network issues and other financial challenges in their families.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ARTS	800	2411	768
BCom	PASS	560	1855	551
BCom	HONS	160	800	148
PG Diploma	PG DIPLOMA IN GUIDANCE AND COUNSELLING	40	52	11
MA	PH. EDU.	40	110	39
MA	HISTORY	40	192	40
MA	HINDI	60	210	36
MA	POLITICAL SCIENCE	60	289	59
MA	SOCIOLOGY	40	140	39
MA	PSYCHOLOGY	38	152	23

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	5841	439	121	0	20

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
141	129	12	15	10	12

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The college has a well-established mentoring system to provide excellent resource of faculty as academic advisors to the students. At the beginning of each academic session, IQAC takes initiative to constitute a mentor committee and it is assigned the task of allotting students to each teacher covering arts, science, commerce and PG classes. The mentor circulates the list of students(mentee) allotted to them in the students' groups and informs them of the scheduled meeting as notified by the principal from time to time. The mentors are advised to maintain record of the mentees and a general idea of their students regarding family background, interests, challenging issues, achievements, future plans etc. At times, the principal also assigns the agenda of the meeting as notified in the notice. At the beginning of the academic session in the first staff meeting, principal discusses about the purpose of mentoring system and encourages the teachers to motivate their students to open up and express freely in such session and use this platform effectively in developing a close bonding wherein students can get a patient hearing and solutions for their particular problems. During covid-19 pandemic, the teachers were in constant touch with the students as they had to face isolation at home as well as issues related to financial, mental trauma etc. The role of mentors was significantly appreciated by the students in their feedback where they admitted that being in constant touch their mentors helped them immensely in coping up with stress caused during the pandemic times. The mentor makes a whats app group of the mentees for easy accessibility of the students, for uploading important information, sharing motivational content for the benefit of the students and also informing them about the interactive sessions to be taken. One mentor is allotted approximately and group of 40-50 students. This also helps in quick assembling of the students for discussion on important matters like participating in college activities, attending seminars/ trainings etc. Interacting with mentees gives an opportunity to get a glimpse of the inherent talents of the students. Mentors try to give best guidance on how these students can work in the direction of making the best of their qualities and help in choosing the appropriate career path in their life. This method has helped in identifying the slow and advanced learners to a great extent. Teachers are able to cull out the hidden potential of these students and try to divert them to the best opportunities offered in the college so that their talents can be best utilised. Thus, these mentor-mentee sessions act as handholding exercise to navigate many different junctures that the youth face during their academic pursuits.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6280	141	1 : 45

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
153	77	76	8	47

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

during the year)

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

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	POLITICAL SCIENCE HONS .	6	23/10/2020	11/11/2020
BA	PASS	6	26/10/2020	11/11/2020
MA	Psychology	4	07/10/2020	14/10/2020
BBA	PASS	6	21/10/2020	06/11/2020
BCA	PASS	6	19/10/2020	05/11/2020
MA	HINDI	4	05/10/2020	23/10/2020
MA	SOCIOLOGY	4	09/10/2020	14/10/2020
BA	ECONOMIC HONS .	6	26/10/2020	11/11/2020
BA	ENGLISH HONS .	6	23/10/2020	11/11/2020

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

Being an affiliated college, our Institution is bound to follow the procedures and norms prescribed/notified by the University as well as by the Department of Higher Education with respect to assessment and the evaluation of the students. The University lays down the criteria for giving internal assessment to the students based on the attendance record, class tests, presentations, assignments, project work, field survey reports etc. The

break up of the internal assessment given by the University is conveyed through circulars mailed to the college website. These circulars are shared with all the teaching faculty by the Registrar. The teacher submits the internals on the University portal and these are combined with the semester end examination marks to generate the end result. Apart from the regular attendance, the students are made to give occasional class tests, presentations, group discussions and quizzes to engage them in continuous learning system. At the start of the academic session, orientation assembly of the newly admitted students is held where they are briefed about the conditions of regular ,attendance, mandatory class tests and assignment submission/project work, class presentations in order to fetch good marks in the intervals. Apart from this, teachers familiarise the students about the program and course outcomes in their classrooms and make all the required efforts for their achievements. Teachers also give adequate attention to slow learners by giving them extra time for explanation, handouts and special strategies for securing good marks. Fast learners are guided to look for extra resources to enhance their knowledge base. Mentoring sessions also help in motivating students to focus on their career goals and work on removing their inhibitions. The teachers employ innovative pedagogical methods like training and grooming students in giving better class presentations, analysing case studies designing the project works for optimum results. During pandemic times, the University had made relaxations in the internal assessment and the students were made to submit assignments online in pdf and gave presentations as per requirements .Thus, continuous internal assessment helps in making the students responsible to keeping up their studies and completion of their degree in time.

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

Dronacharya Government College is affiliated to M.D.U. Rohtak in the second and third years and to Gurugram University in the first year from this session onwards and follows the academic calendar prescribed by the University in accordance with the directives laid down by the DGHE with regards to teaching days, theory and practical exams schedule, list of government holidays, admissions of UG and PG courses and semester breaks. The IQAC prepares academic calendar in adherence with the University

calendar and incorporates all the important activities/ events planned by all the departments at the beginning of the session and it is communicated to the staff and the students in the orientation assembly and the staff meeting held in the beginning of the session. Apart from this, it is also displayed on the college website and the student notice boards. The students are made aware of the role of regular classes and submission of assignments and class tests for their internal assessments by the teachers. The academic calendar contains the annual schedule of all the events organised in the college ranging from the teaching days, semester break, list of holidays, tentative dates of examination and schedule of important days/events to be celebrated. Any revision made in the University calendar due to unforeseen circumstances is communicated to the affiliated college by the University via mail which is further communicated to the students and the teachers by the IQAC. Any shortage in the teaching days is compensated by the teacher by taking extra classes. The teaching faculty prepares lesson plans of their syllabus and mentions tentative schedule of monthly tests/ presentations/ , assignment submission, project work as per the academic calendar and shares it with the students on their WhatsApp groups as well as displays it on the notice boards. Month wise activities to be organised by the departments, societies and clubs are mentioned in the academic calendar prepared by the IQAC. Circulars regarding commencement of practical and semester-end exams are uploaded on the University website two to three weeks prior to actual starting of the exams. University also sends roll numbers of the students that are distributed by the respective colleges. Practical exams are scheduled quite early to the theory exams as per the directives given by the University and practical awards are uploaded on the portal in the stipulated time. University also issues the schedule of uploading of internal assessments well in advance of the theory exams. Registrar branch of the college circulated important instructions regarding internal assessment and ensures awards are uploaded on time. The schedule of subjects like mandatory EVS and Computer Certificate course for all the first year students is planned internally by the Registrar branch and the awards are sent to the University for the preparation of semester- end marksheet. The schedule of re-appear exams is also communicated to the affiliated colleges by the University circulars which are shared with the students.

2.6 – Student Performance and Learning Outcomes

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

<https://drive.google.com/drive/folders/1QuHLUSw9vAOQrgQSH5zAVffhMTV4hqWi>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil1	BSc	BIOTECH	35	31	88.57
Nil1	MA	POL. SC.	57	51	89.47
Nil1	MA	SOCIOLOGY	31	29	93.54
Nil1	MA	PSYCHOLOGY	29	18	62.06
Nil1	PG Diploma	PGDGC	11	10	90.9
Nil1	BA	ENG (H)	44	31	70.45
Nil1	BA	ECO (H)	31	21	67.74
Nil1	BA	POL SCIENCE (H)	50	28	56
Nil1	BCom	PASS	419	90	21.47

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2.7 – Student Satisfaction Survey

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

https://docs.google.com/document/d/1015RfQf71AnJtXqvEs3f4yB9amvZ_Yn/edit

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil1	0	0	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Centre of Excellence Cum Incubation Centre	D.G.C	Department of Higher Education	Mechanic GuruCar service aggregator	Car service aggregator	15/12/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science	1	Nil
International	Physics	1	Nil

International	History	1	Nil
International	English	2	Nil
International	Economics	1	Nil
International	Sociology	1	Nil
International	Zoology	2	Nil
International	Physical Edu	1	Nil
International	Poltical Science	2	Nil
International	Psychology	1	Nil

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

Department	Number of Publication
Chemistry	1
Computer Science	1
Economics	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No info Available	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	23	5	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	NSS/MDU Rohtak	10	200
Plastic Free Campaign	NSS/Higher Education, Haryana	6	200
Jal Shakti Abhiyaan	NSS/Govt. of India	6	200
Swachta Pakhwada	NSS/Govt. of India	6	180
Swachhta hi Seva	NSS/Higher Education, Haryana	6	210
World Aids Day	YRC ,D.G.C, Gurugram	5	60
Awareness for fit india	D.G.C , NCC wing	2	100
Sweep Movement	D.G.C/ Mini Secretariat	2	70

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Parade Competition	Overall First Prize Trophy-	Gurugram Administration	30

2019

[View File](#)

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	MDU Rohtak	Tree Plantation	10	200
NSS	Higher Education, Haryana	Plastic Free Campaign	6	200
YRC	District Youth Red Cross Society	World AIDS Day Celebration	5	60
NCC	D.G.C Gurugram	Cu Swachh Bharat Mission	2	85
RED RIBBON CLUB	RED CROSS/RED RIBBON CLUB	First Aid Training	5	100
PLOGGING	NCC/ NSS	Plogging of Campus	10	100
CLEANINESS DRIVE	NCC	Outside campus	2	100
CELEBRATION OF INTERNATIONAL WOMENS DAY	WOMEN CELL	Women Empowerment	5	150

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3.5 – Collaborations

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

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

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	Nil

[View File](#)

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

[View File](#)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
450000	450000
1250000	858430
1403235	1403235
74102	74102
73250	73250

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

[View File](#)

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul	Fully	SOUL 2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25764	Nil	Nil	Nil	25764	Nil
Others (specify)	990	Nil	448	268641	1438	268641
e-Books	195809	5900	Nil	Nil	195809	5900
e-Journals	6293	5900	Nil	Nil	6293	5900
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
MONIKA MALIK	SMART CLASS ROOM LECTURE	YOUTUBE	01/09/2020
POOJA	PHYSICS	YOU TUBE	13/09/2020
VIVEK	PHYSICS	YOU TUBE	14/07/2020
PARMINDER	PHYSICS	YOU TUBE	13/09/2020

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total	Compu	Intern	Browsi	Compu	Offi	Departme	Available	Othe
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	Computers	ter Lab	et	ng centers	ter Centers	ce	nts	Bandwidth (MBPS/GBPS)	rs
Existing	181	127	20	0	0	12	13	2	29
Added	0	0	0	0	0	0	0	0	0
Total	181	127	20	0	0	12	13	2	29

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1694660	1694660	1471797	1471797

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

Several Annual committees are made at the beginning of the academic year related to stock of property (wooden, steel and plastic) and other cells to take adequate measures for the maintenance and utilization of physical, academic and support facilities. PWD committee looks after the issues related to the maintenance of building, electricals, drinking water supply, toilets, repair works in classrooms and internal road, white washing of the buildings, minor repair works in the campus including hostel. Library committee looks after the utilization of grant received from the Department every year. All the departments having laboratories maintain their infrastructure with the help of lab attendants and by utilising funds for lab upgradation received from the Department every year. Apart from this, every Department having labs have additional funds that are also utilised to meet any requirement of repair or purchase of new materials/ equipment. The

physical education Department receives sports grant every year for maintenance and purchase of new equipment of sports. The computer Department gets AMCs for repairs of hardware, software and printers out of the computer fund as per the financial rules and norms prescribed for the utilization. Apart from this, maintenance of ROs, Air conditioners, generator, CCTVs, watercoolers, photocopiers, inverters-UPS batteries, broadband-wi-fi is also carried out every year. Beautification committee looks after the maintenance of lawns and initiates tree plantation drive and arranges seasonal plants along with NCC and NSS every year to maintain green cover and landscaping. Municipal corporation helps in the disposal of garbage regularly and provides jumbo dustbins for garbage collection. College cleanliness committee supervises cleaning of teaching blocks by the sweepers. Dilapidation committee looks after minor repair works at the college level. Apart from this many many funds like red cross fund, Amalgamated Fund, R.K. Fund, S.N.E grant, M and S grant given in women cell and placement cell are also utilised in maintenance of physical ,academic and support facilities. Hostel committee has funds at its disposal to look after minor maintenance works in the hostel and also lays down rules and regulations for using hostel facility. All the maintenance related works are carried out by the duly constituted committees who seek administrative approval from the principal and then seek the most competitive vendor after inviting quotations from GeM or approved sources. At times, Principal also sends special proposals to the Department for renovation and repair works that involves huge costs and the fund when sanctioned is utilised as per the directions issued and from the approved sources. All the entries related to maintenance and repair works are entered in the stock registers of the respective in charges. Every year, at the end of the session, stock verification committee is formed by the principal to verify the existing stock and implement write off process in case the materials are non functional or damaged. Procedures related to the utilisation of all facilities are communicated to the students by the in charges by way of giving instructions in labs, library, classrooms, and sports complex.

<https://dgcgurugram.ac.in/MenuData?Menu=d5jo6AxztEo=>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
CELEBRATION OF GITA MAHOTSAV	14/11/2019	150	IQAC
TRAINING ON PERSONALITY DEVELOPMENT - A CMGGA INITIATIVE	25/02/2020	350	CMGGA
MENTORING SYSTEM	01/08/2019	6280	COLLEGE
LANGUAGE LAB	20/08/2019	127	ENGLISH DEPARTMENT
CAREER GUIDANCE WORKSHOP	12/02/2020	450	MEDHAVI PROFESSIONAL SERVICES Pvt Ltd
MEDITATION AND SPIRITUALISM	26/09/2019	150	BRAHMAKUMARI
COMMUNICATION SKILLS AND CAREER OPPORTUNITIES	18/09/2019	150	NCC
FIRST AID TRAINING UNDER RED CROSS AND RED RIBBON CLUB	01/10/2019	100	RED RIBBON AND RED CROSS CLUB

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Communication and Skill development Counselling by Time Institute organized by NCC	50	102	0	0
2019	One month SSB workshop organized by NCC unit	60	110	0	0
2020	Career Guidance Workshop conducted by Medhavi Professional Services Pvt Ltd	150	330	0	0
2020	NET Coaching for PG students by Hindi Department	100	0	1	1

[View File](#)

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to	
No Data Entered/Not Applicable !!!						
View File						
5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items	Number of students selected/ qualifying					
NET	2					
View File						
5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year						
Activity	Level	Number of Participants				
FIT INDIA MOVEMENT	COLLEGE	300				
GITA MAHOTSAV	COLLEGE	150				
TALENT SEARCH COMPETITION	COLLEGE	80				
ZONAL YOUTH FESTIVAL BY M.D.U. ROHTAK	INTER-COLLEGE	85				
TABLEAU PRESENTATION ON 26th January	DISTRICT	50				
YOUTH FESTIVAL BY GURUGRAM UNIVERSITY	DISTRICT	80				
EK BHARAT SHRESHTH BHARAT CLUB	COLLEGE	50				
View File						
5.3 – Student Participation and Activities						
5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/ Internaional	Numbe r of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

2019	THIRD	National	1	Nil	Nil	AMIT KUMAR
2020	THIRD	National	1	Nil	Nil	Anshul Katari a
Nil	Participatio n	National	1	Nil	65002	Monika
Nil	Participatio n	Internationa l	1	Nil	2040	Renu Kadian

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

The students are the most important stakeholder contributing in the progress of any Higher Education Institution. And representing their presence in the academic and administrative committees of the Institution is a reflection of a participative and decentralized functioning of the college. Our Institution also follows these democratic practices by making students an active part of the academic and administrative procedures. Although there is no formal student council in the college, but students are an integral part of any important event or committee constituted in the college that deals directly with their matters or concerns. In all the important functions or events organised in the college, students are given important responsibilities ranging from maintaining discipline, welcoming the guests, helping the staff in the reception, registration of members, escorting the guests to the venue as well as in performing important tasks related to the programs. NCC cadets, NSS Volunteers, YRC members are always on the forefront in all the important activities of the college. Apart from this students also give voluntary contribution during pre exam days when there is distribution of roll numbers, or filling of exam forms or any kind of administrative works. Every year, 50-100 students are selected under the Earn while you Learn scheme of the State Govt. and given remuneration to work in offices, Departments, Laboratories and Computer centres. During the Annual Convocation Function, meritorious students are given prizes and honoured with Roll of honour and College Colour to set an example for the other students to strive for excellence. Students also take active interest in organising all kinds of cultural festivals in the college

like Independence Day, Teachers Day, Teej Celebration, Lohri Celebration Republic Day and Holi celebration. Apart from this, Girls Hostel also has student representatives to look after all day to day matters of the fellow inmates and communicate it with the Hostel warden. NCC has senior , under officers, sargeant etc and NSS has student leaders to look after their wings and coordinate with the in charges. In these ways, the students play an active in the routine academic and administrative functioning of the Institution and develop Leadership skills and holistic personality traits that go a long way in making them successful and responsible citizens of the country.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meeting was organised on 24th November 2019.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

• Decentralization Participative management are the main foundation stones in the efficient and effective functioning of the Institution. • The Institution is headed by the principle who oversees the efficient working of the administrative and academic works in consonance with the direction laid down by the Higher Education Deptt. as well as University norms. • The principal is assisted by the body of senior most teachers who comprise college council in almost all the important decision making tasks of the college. There are many significant/sensitive matter wherein principal always calls the college council meeting to discuss and arrive at the most reasonable decision in the interest of the institution. • Apart from this, occasional staff meetings

are held wherein the principal ask the faculty members to give their opinions/suggestions on matters pertaining to students" interests or administrative/academic functioning. • Annual committees related to all the significant work of the college are constituted at the beginning of the session and in this way the entire faculty teaching non-teaching are involved in carrying out the assigned work with the fellow colleagues. • Each department is headed by the senior most faculty member who gets a free hand in dealing with day to day departmental activities like distribution of classes, planning departmental , calendar, allotting tutorial group etc in consultation with fellow colleagues. • Students are the most important of all stake holders in the Education Institution and they play a valuable role and render immense contribution to taking the college to its highest potential. In our Institution also student are actively engaged in all the curricular and extra-curricular activities (In managing and organizing). • It is impossible to imagine a conducive environment in the college without roping in the youth energy in the overall efficient functioning of the Institution. • The non-teaching staff members are also given adequate opportunity to take their matters to the senior teachers or the principal and give their relevant opinions to resolve the matters. Principal always addresses a separate meeting with the non-teaching member at the beginning of the session and has a free, fair and frank interaction with them and gives assurance to them regarding their well being in the institution. • In this manner the delegation of responsibilities to the lowest levels, democratic way of decision making and involving all stakeholders in matters to the over all growth of the institution is a perfect example of decentralization and participative in our Institution.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	The institution is committed in providing the excellent and conducive environment in teaching and learning.

	<p>Throughout the year all the department organise numerous workshop seminars and extension lectures for giving exposure to their students on the newest trend in their curriculum. Teacher are given permission to attend FDP,ICT skills development training modules and refresher courses to enhance their subject knowledge as well as apply technology based new pedagogical methods. The institution added new smart classroom during this session to make teacher learning interesting and Comprehensible for the students. The library is stocked with good quality of book every year and subscription of N-List is taken to enhance the research capabilities of teachers as well as students. E-content on all the subjects was Provided by the Department that was used widely by the teachers.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library is fully automated and uses soul 2.0 software. Every year DHE allocates library grant to the college which is utilised for the purpose of purchasing good quality books, journals, newspapers and refurbishing etc. College always works in upgrading and expansion of ICT infrastructure. Smart classrooms have been added, internet connectivity and desktops with UPS and printers have been made available in almost all departments to ensure paperless and effective curriculum delivery and in handling of efficient official tasks. Additions in physical infrastructure is done through regular grants, SNE grants or through RUSA or State Govt. scheme.</p>
<p>Curriculum Development</p>	<p>The institution has to follow the curriculum designed by the affiliated University and as such has no direct say in making any significant changes improvement however early year some teacher are made member of various UG and PG board of studies as well as</p>

	<p>member of content development as directed by the department being members of BOS and academic council the teacher play a significant role in giving constructive suggestions in curriculum updation. Frequently updations on the curriculum is indirectly made by organizing workshops seminars and extension lectures for the students so that students can be given exposure on latest trends in their are of study.</p>
<p>Examination and Evaluation</p>	<p>During the academic session 2018-19 the examinations of both even and odd semesters were conducted by the affiliating university i.e. MDU, Rohtak odd semester Nov - Dec and even semester. (May-June). The schedule of practical exams is also released by the University well in advance and the concerned teachers plan to take practicals accordingly by notifying the students about the dates of exam and viva voce. The marks of practicals are uploaded on the university portal as per the dates mentioned. Before the Commencement of the theory exams, university notifies the dates of submitting internal assessment of all the subjects. The registrar branch makes sure the marks are uploaded on time and the committer verifies these marks at their end to check for any discrepancies. All the teacher are informed in advance in the beginning of the session to schedule for monthly test, presentations, project submissions and maintain daily attendance record in order to fairly mark the students for their internals. Our college also has marking Centre in every Centre and teachers perform evaluation duties also students are also given feedback on the monthly texts and presentations by the teachers for further improvement.</p>
<p>Research and</p>	<p>IQAC makes consistent efforts to</p>

<p>Development</p>	<p>motivate teachers to take up research projects, publish articles in UGC approved journals or write edited chapters in books and also organises workshop/Extension lectures on Research Methodology to update teachers and students in this area.</p>
<p>Human Resource Management</p>	<p>The efficiency and success of an institution depends on the productive capabilities and wide knowledge base to fulfil the vision and mission of the organisation. Teachers are recruited through proper channel by HPSC and DHE looks after the posting and all other aspects of the services. Teachers are assigned workload, charges of committees and additional official work as desired by the Principal, district administration or the Department from time to time. Teachers have to undergo induction programs after joining their college, get medical fitness tests and maintain a service book to get all details of their service recorded in it. Apart from this, a teacher has to complete Orientation, Refresher course and short term training courses as per the requirement of attaining different grades. Senior most teachers head their departments and take care of all the tasks of the departments like timetable, workload, results etc. As the teacher gains experience and expertise of various college assignments, he/she is ascribed more significant charges/responsibilities for smooth functioning of the administration. Junior staff works under the senior staff initially so as to learn all the necessary steps in fulfilling the task and thereby gets trained to handle responsibilities independently.</p>
<p>Industry Interaction / Collaboration</p>	<p>Placement Cell is engaged actively in organising talks by Industry experts, Counselling sessions on Interview and</p>

	<p>Personality development , job training for students to prepare them for District level Job Fair. Many departments arrange industrial visits to give an exposure to the students of the actual industry functioning of organisation. Students also take up internship training on part of their mandatory project work every year.</p>
<p>Admission of Students</p>	<p>Admission is done as per the guidelines outlined by the DGHE in accordance with the affiliating University rules and regulations and regulation policy of Govt. of Haryana. Students apply for admissions through online portal and fill their choices of colleges and subjects. The college constitutes admission committee to oversee the entire admission process, committees for different streams years, verification committee to scrutinise the documents ,committee for checking fee status and a counselling desk to guide students on different steps. First three merit lists are generated at the DHE level and further admissions on the vacant seats are done by the college at their own level. fee is paid online and list of final students is generated by the Department.</p>

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

E-governance area	Details
<p>Finance and Accounts</p>	<p>The students deposit their fee in both online and off line mode. Payroll software is used for salary dispersal and online mode is used for utilization of grants. The statutory dues are paid online on regular basis. All the information related to salary of teaching and non teaching staff is recorded in computerized form. Filling of returns related to TDS, sending Universitys share of college funds, maintaining provident fund of record of</p>

	employees etc. are maintained in electronic form.
Examination	After the admissions, the subjects opted by the students are booked online on the RR/CR Portal of the University. Before the beginning of the term end Exams, Internal Assessment marks are uploaded by the teachers on the University Portal in the online mode. University Roll nos. are also received through mail by the college which are further shared by the students through Whats app groups. The marks of practical examinations are also uploaded online on the University Portal. Date sheet of the Examination is notified on the University Website and shared on the students groups. Students also apply for Reappear exams and pay the fees through online mode. Result is displayed on the University portal and can be accessed by the students by filling their individual details and they are able to download the provisional marksheet from the University site.
Planning and Development	Time table is prepared according to the Academic Calendar of the University and conveyed to all Departmental Heads and also displayed on their notice boards for the students. IQAC ensures that lesson plans are made by all the teachers in the beginning of the session and they are uploaded on the Department of Higher Education link/website. Apart from the Institution has a Perspective Plan in place to develop in a systematic, well thought out and phased manner that is uploaded on the website and shared with the faculty members electronically.
Student Admission and Support	Information regarding number of seats, subject- combination, Fee-structure last dates, list of colleges and documents required is uploaded on the Admission portal. Candidates get assistance for filling the admission form in the

	<p>college through the Help-desks. After E-verification of the forms, shortcomings, if any, is conveyed to the candidate through an auto-generated message. Once the first and subsequent merit list is uploaded, the selected candidates get their documents verified by the college Administration committees and the candidate is allowed to deposit fee online/offline mode. After admission, all the details of the students are registered on RR/CR portal of the University in online portal.</p>
Administration	<p>The Principal coordinates and supervises all the administrative functions of the Institution along with the admin department, teaching and non-teaching faculty as per the directions communicated by the Department of Higher Education as well as by the affiliating University through their regular notifications uploaded on their website or sent through Email. All the communications sought by the Department or the University are conveyed through the Emails or given through the google sheet shared by the Department authority. The Department and University office bearers make Whats app groups also for the specified purpose to deliver notices, suggestions and take queries in the shortest time possible.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nil
2020	NIL	NIL	NIL	Nil

[View File](#)

6.3.2 – Number of professional development / administrative training programmes

organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Relevance of Studying Sociology in India and Abroad and Poster presentation on Sociology : Yesterday, Today and Tomorrow Deptt. Of Sociology organized International Symposium as part of celebrating 100 years.	Nil	10/10/2019	10/10/2019	100	Nil
2019	2nd International Symposium and Poster Presentation on Sociology and its fields.	Nil	28/11/2019	28/11/2019	140	Nil
2019	Organized workshop on Research	Nil	23/10/2019	23/10/2019	80	Nil

	Methodology in Social Sciences. Organized by Deptt. Of Sociology, IQAC, Placement Cell					
2020	Workshop on Good Governance and Grievance Redressal Mechanism, Right to service Act Deptt of Sociology by HIPA and IQAC	Good Governance and Grievance Redressal Mechanism	10/01/2020	10/01/2020	150	10
2020	Organized workshop under F.D.F. on : i) Role of UGC in Faculty Development and various schemes for Faculties and Research Scholars ii) Role of ICSSR in Faculty Development and various	Nil	22/01/2020	22/01/2020	100	Nil

	schemes . Iii) How to write Research Papers and How to do Book Rev					
2020	Organized National Webinar on Media and Communication : Covid 19 and Beyond, Deptt of Sociology , DGC Gurugram	Nil	06/06/2020	06/06/2020	70	Nil

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Please refer uploaded Excel file	Nil	Nil	Nil	Nil

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
80	143	12	62

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Being a govt. college under Govt. of Haryana the welfare scheme	1.Loan and advance for purchase for house/construction of house. 2.Loan and	1.Consolidated stipend scheme for the welfare of SC student

<p>applicable to Haryana Govt. employees also apply on college faculty members. Examples . 1.Loan and advance for purchase of land/construction of house. 2.Loan and advance for purchase of vehicle. 3.Loan and advance for computer etc. 4.Medical allowance. 5.Medical Reimbursement 6.Cash less medical facility for chronic diseases 7.Leave travel concession. 8.Pension/NPS scheme 9.Encashment of earned leave. 10.Gratuity on retirement 11.Loans/advances for education of children of govt. employees. 12.House rent allowance. 13.Physically challenged allowance. 14.Assistance for higher education. 15.Loan/advance for marriage of own/children. 16.Compassionate financial assistance to the dependents.</p>	<p>advance for purchase of vehicle. 3.Loan and advance for computer 4.Medical allowance 5.Medical reimbursement. 6.Cashless medical facility for chronic diseases. 7.Leave travel concession. 8.Assistance for higher Education. 9.Loan for Wheat purchase. 10.Festival advance. 11.Cycle allowed to class IV employees. 12.Washing allowance to class IV employees. 13.Pension/NPS Scheme. 14.Encashment of earned leave. 15.Gratuity on retirement. 16.Compassionate financial assistance to the dependants. 17.Loans/advances for education of children of govt. employees. 18.House rent allowance. 19.Loan and advance for marriage of own/children.</p>	<p>pursuing higher education in Govt. Colleges of Haryana. 2.Post matric scholarship for welfare of backward classes. 3.Merit scholarship to under graduate girl students. 4.Providing books to SC student of Govt. Colleges. 5.Haryana state (Meritorius Incentive Scheme) Scholarship Scheme. 6.Haryana state meritorious incentive scheme for the students who attain merit position in CBSE annual exams. 7.Stipent Scheme for the welfare of grand children for freedom fighters. 8.Earn while you learn scheme. 9.Excursion and Tours for male and female students respectively. 10.Scheme for promotion of sports activities. 11.Lab</p>
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		<p>augmentation grant. 12.Placement cell grant. 13.NCC 14.NSS 15.YRC 16.Student Aid Fund. 17.Women cell. 18.Eco club. 19.Red ribbon club. 20.Youth welfare club. 21.Bus pass/Railway pass. 22.Free passport Scheme. 23.Vasant Utsav, talent Search and Youth Festival.</p>
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6.4 – Financial Management and Resource Mobilization

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

6. 4.1 Internal and financial audit The Institution conducts internal and external audits regularly. For internal audits, there are set procedures and norms under which all kinds of financial purchases are made. The in charges of various committees/cells which receives govt. grants follow the prescribed guidelines like administrative approval from the principal, financial sanction from the bursar and the principal, and calling quotations if the budget exceeds the limit of Rs. 500 or make use of the GEM portal for utilization of the grant as per the guidelines prescribed under the scheme. Before starting the formal procedure discussion of committee members are held with the Principal and demand is taken from the staff if required. After deciding on the best possibilities for utilizing the grant the rest procedures are taken into action . Principal always ensures to make purchases firstly from Govt approved sources or GEM portal and it at all items are not available on these vendors then go for open market quotations. Here also it is ensured that items purchased are of best quality and at competitive prices and with warranty periods to endure durability of the products. Comparative statements are made before final order is placed. Bursar scrutinizes all

these documents to ensure purchases are made as per prescribed guidelines. After purchases, the stock is verified by the committee members before entering in the stock register. All the financial transactions released by the principal are put forward to external audit agencies as well. All the vouchers and bills are audited by a team and maintained in cash books. Proper records of the grants received from agencies like DHE, UGE, RUSA, etc. are meticulously maintained. External Audit - The college believes in full transparency of all financial matters and ensures that all utilizations/expenditures are audited by teams as well. The audit of all the funds and grants is conducted periodically by local audit, Govt. of Haryana, and accountant general Govt. of India. Cash books are updated and maintained to show the amount spent under different heads during the financial year. These are signed by concerned office staff, bursar and Principal and made available to external audit teams during audit visits. The audit of the Government Grants was done from 2009-2018 by AG office, Chandigarh. For 2018-19, audit for grants was done by DHE audit department. The audit for 2002-2018 for funds was done by local audit team in 2019.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mrs Sanyam Maratha (28th Jan 2020)	Nil	Girls Hostel

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Directorate of Higher Education, Haryana	Yes	IQAC
Administrative	Yes	CMGGA	Yes	PRINCIPAL, BURSAR and

					VARIOUS COMMITTEES
6.5.2 – Activities and support from the Parent – Teacher Association (at least three)					
NIL					
6.5.3 – Development programmes for support staff (at least three)					
Workshop organised on Good Governance and Grievance Redressal Mechanism by HIPA for the staff members on 10.1.2020					
6.5.4 – Post Accreditation initiative(s) (mention at least three)					
<p>1. Added 3 more smart classrooms. 2. Upgradation of Math Lab, Language Lab and Sciences Lab. 3. Upgradation of Departments and office from RUSA grant. 4. Air conditioning of Library. 5. Starting of 5 new courses History Hons., Psycho Hons, Sanskrit Hons, PG Diploma in Guidance and Counselling, MPES. 6. Refurbishing of Library from Lapse Grant with new furniture. 7. Subscription of N-list in Library 8. Organised of Alumni Meet. 9. Participation in AISHE and NIRF. 10. Organisation of International and National Seminars by IQAC. 11. Departments organised Extra-curricular activities. 12. Activities to promote gender-equity organised.</p>					
6.5.5 – Internal Quality Assurance System Details					
a) Submission of Data for AISHE portal					Yes
b) Participation in NIRF					Yes
c) ISO certification					Nil
d) NBA or any other quality audit					Nil
6.5.6 – Number of Quality Initiatives undertaken during the year					
Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	AISHE and NIRF data was uploaded successfully..	01/01/2020	01/01/2020	08/02/2020	30
2019	Addition of more smart classrooms to enhance use of ICT skills by the teachers.	01/10/2019	01/10/2019	25/10/2019	500

2019	Organization of alumni meet	01/11/2019	01/11/2019	23/11/2019	500
2020	Activities of EBSB organised to promote exchange of cultural heritage of Harayana and Telangana state.	01/01/2020	01/01/2020	28/02/2020	50
2020	Timely Utilisation of various govt. grants.	01/09/2019	01/11/2019	15/03/2020	500
2019	Starting of 5 new courses from 2019-20 onwards: History Hons ,Sanskrit Hons, Psychology Hons, Diploma in Guidance and counselling and MPES.	29/06/2019	01/07/2019	31/07/2019	250
2019	Upgradation of library was undertaken with addition of new furniture, bookracks, air conditioning and goods quality textbooks subscription of N-list was also taken.	01/11/2019	01/12/2019	28/02/2020	6000
2019	Organization of various cultural, curricular and extra-curricular activities like Talent Search Competition, Participation in Zonal Inter Zonal Youth festival,	15/08/2019	20/08/2019	28/02/2020	500

	winning of overall trophy for literary items and Basant Utsav.				
2019	Department organized national/International seminar/symposium Extension Lecture, Field Visit, Excursion trips, celebration of Important days and communication soft skills training programs and job training workshop.	01/09/2019	01/09/2019	15/03/2020	1000

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NUKAAD NATAK ON FEMALE FOETICIDE	05/09/2019	05/09/2019	10	4
TRANING FOR STITCHING & TAILORING	30/09/2019	01/10/2019	35	0
WORKSHOP ON WOMEN EMPOWERMENT	13/12/2019	13/12/2019	30	25
TALENT SEARCH COMPETITION	09/09/2019	09/09/2019	60	25
PLOGGING OF CAMPUS	01/10/2019	01/10/2019	60	50
EDUCATIONAL TRIP NY HISTORY DEPARTMENT	06/11/2019	06/11/2019	23	7

CELEBRATION OF NATIONAL YOUTH DAY	11/01/2020	11/01/2020	80	70
ACTIVITIES OF EBSB CLUB	01/02/2020	28/02/2020	35	15
INTERNATIONAL WOMEN'S DAY	07/03/2020	07/03/2020	150	50

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

Percentage of power requirement of the University met by the renewable energy sources
20...Use of LED Bulbs, CFL Power saver equipment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	0
Braille Software/facilities	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Durati on	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	20/08/2019	01	Jal shakti abhiyan	Environmental awareness	100
2019	1	1	29/08/2019	01	Fit India programme	Health awareness	300
2019	1	1	01/09/2019	14	Poshan mass	Health and Nutrition	100
20	1	1	06/09/2	01	Seminar:	Psychologi	150

19			019		Gita in students life	cal, spiritual, emotional and Human values	
2019	1	1	09/09/2019	01	World Mental Health Day	Psychological well being	100
2019	1	1	14/08/2019	01	Cleanliness drive	Hygiene and service	150
2019	1	1	11/07/2019	01	World population day	Socio-Economic issues	100
2019	1	1	12/09/2019	01	Blood donation camp	Health a societal benefits and selfless service	150
2019	1	1	14/09/2019	14	Hindi pakhwada	Importance of mother tongue	200
2019	1	1	26/09/2019	10	Sanskrit sambhashan shivir	Ethics, Values and scriptural wisdom	100

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

Title	Date of publication	Follow up(max 100 words)
RISE	01/07/2019	This booklet has been designed to inspire and empower students with life skills and soft skills which they need to make the most out of life. Life skills are usually associated with managing and living a better quality of life. They help to accomplish ambitions and live life to its full potential. Soft skills are people skills that determine the impact and

effectiveness in a social and professional environment. Together, the life skills and soft skills enrich and empower individual and social life. This booklet is divided into 4 sections: 1. Turning Dreams into Reality 2. Blueprint for Self-growth 3. Being Effective 4. Being Responsible This foundational book for students and teachers was published by Department of Higher Education, Haryana.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Fit India Movement	29/08/2019	29/08/2019	450
Celebration of Teachers Day	05/09/2019	05/09/2019	150
Sanskrit sambhashan shivir	26/09/2019	05/10/2019	150
National blood donation day	01/10/2019	01/10/2019	200
Swachta Diwas	02/10/2019	02/10/2019	500
World Philosophical day	21/11/2019	21/11/2019	150
Kargil Diwas	26/07/2019	26/07/2019	250
International youth day	12/08/2019	12/08/2019	60
Independence day	15/08/2019	15/08/2019	550
Swachta Pakhwada	28/08/2019	28/08/2019	450

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

5. Due to a lush green campus , varieties of birds nestle in the trees that further add beauty of natural sounds and has created an ecosystem of its own. Students and staff members provide water and cereals at various birds feeder points made in the campus.

6. Plogging in the campus was organised on 1.10.2020 by NCC and NSS students. Under this initiative, students helped in the collection of waste from the campus .

1. A new practice was adopted in the EVS practical exam in order to make students aware of the common plants in their daily life and also to find out their growing cycle. For enhancing green cover in the campus, students were asked to bring potted plants in the EVS practical exams. This helped in large collection of household /regular potted plants that further added to the beautification of the campus.

2. Use of solar geysers in the Girls Hostel.

3. Addition of herbal and seasonal flowering plants in the campus. College beautification committee and Eco club play a crucial role in enhancing the aesthetics of its landscape by introducing new varieties of herbal and seasonal flowering plants.

4. NSS and NCC students contribute immensely in spreading the message of growing trees, of sustainable environment, reducing pollution and taking up green initiatives to lead a healthy, balanced and integrated lifestyle.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

PRACTICE 1 Title of practice- GENDER EQUITY

2. Objective of the practice: The objective of this practice was to promote the spirit of equality of gender amongst the students. Being the oldest Co-education college in the region, it is imperative that the ambience provided in the campus reflects a respectful, cooperative, fair and harmonious place for all stakeholders.

3. The context: The college has a huge strength of boys and girls studying together and hailing from diverse backgrounds and partaking all the facilities provided to accomplish their goals of higher education.

4. The practice: Our Institution has been following healthy practices in promoting gender equity and it is reflected in giving numerous incentives like Exemption from Tuition fees for girls, scholarship for meritorious girls, encouraging girls to participate in all activities of the college without any kind of biasedness and discrimination. Every year special grant is received for boys and girls educational tours and students are given full opportunities. There is separate unit for girls in NSS and NCC and girls take part enthusiastically in these. Girls are more in all the Post graduation courses in our college which reflects their interest in pursuing Higher education. Women cell in the college works for making girls aware of their rights, responsibilities, empowering

them with knowledge and guidance on life skills organised activities like "BINDASS BOL, MAHILLA SHASTIKARAN", self-defence training etc. Redressal of sexual Harassment committee is constituted in the college to provide an open platform for speaking on grievances faced if any. To promote girls' education government has started special buses with customized routes on the demand of students. State Govt. launched Durga shakti app for ensuring safety of girls. NSS and NCC organised numerous programs related to women issues. A 24 hour PCR is stationed at the campus to ensure safety and security of the girls and check notorious behavior. 5. Evidence of Success: The Strength of girls students has been increasing as they feel safe and confident in the campus. Numerous girls are college and University toppers in various courses every year.

Girls always outshine the boys in the cultural achievements as well. Also girls are active participants in science exhibitions, debates, fine arts, games and various competitions held in the college. One of our student Renu kadiyan of MPES bagged silver medal in athlete championship, Malaysia. She is also named in Asia book of records and is example of women empowerment for other girls. There is a gradual rise in the employability record of the girls as more girls are qualifying competitive exams with Guidance and counselling provided in the college. 6. Problem encountered and resource required: The main problem in this regard was the parent's attitude towards their girls who were commuting from rural background. Main focus was to make the positive change in thinking process of girls and boys towards each other. As a future prospective of this practice, we would like to introduce more opportunities to ensure healthy and equal participation of boys and girls and set example of a vibrant, safe and fair environment without any gender based prejudices. PRACTICE 2 Title of the Practice: Student centric activities for holistic development.

Objective of the practice: Dronacharya Government college, caters to a large section of rural youth who join this college with the aim of pursuing higher studies at affordable cost and at the same time inculcating innumerable skills in order to lead a decent standard of living. The vision and mission of the college focus on providing a conducive environment where each and every student is able to imbibe best values, groom himself/herself to the best of his/her abilities and to lay a strong foundation on which to build a firm edifice capable to leading an exemplary life. The Institution is committed

to providing a range of multi-dimensional opportunities to its students by encouraging the teachers to deliver the best practices in their teaching learning , to organize quality training/workshops and create every reason to make students participate in evolving to their best potential.

The Context: Our college has a strength of over 6500 students and is one of the largest government colleges of Haryana. Situated in the heart of the city and being the oldest college in the entire region it incorporates a wide array of sections of students hailing from both rural and urban areas and with diverse socio-economic states.

Majority section of them students have background of government schooling and therefore many foundational aspects of their personalities are either unexplored repressed/unexpressed and underestimated, understated and lack any platform for its full blooming. In this context,

it was imperative on the part of the Institutional leadership to provide the most promising advantageous and most productive learning environment to the student with deficient exposure and marginal levels of skills and necessary personality trails to lead a productive life style. The challenge has been to provide the best of educational standards and taking these students to reach to the best quality standards needed in current scenario along with empowering them with the most essential of employability skills suitable to their aptitude interest capabilities and cognitive skills. The Practice: In order to implement these visions into realistic picture, IQAC

has made consistent efforts in including there goals in the perspective plans on as well as in their annual plans as well so that the development of all-round personality of the Students remains at the core of all the goals and aims designed by the authority. IQAC along with the college council which comprises the senior-most faculty members have frequent discussions on inviting the best suggestions from the teachers and getting constructive feedback from the students on the areas which need

improvement, upgradation, revamping, and recalibration to suit the overall aims and objectives formulated by the institution. Our institution can boast of having a significant number of ICT-enabled classrooms using smart boards ,projector that have added a new spark to the traditional model of classroom teaching by making teaching-learning more innovative, creative, visually attractive and illustrative. Apart from this, throughout the year, the Department plans numerous curricular, co-curricular activities like extension lectures by inviting

good resource persons, organizing debates ,symposium, quizzes, poster making ,field visits/industrial visits, excursion trips, National , International seminars etc to provide a wide variety of exposure and learning of new trends related to their curriculum. Besides this, placement and career guidance cell organises career counselling sessions on several competitive examinations and career opportunities for arts, commerce and Science students. Students centric cells and clubs like women cell, NCC, NSS, YRC, Youth club, Eco club, Red Ribbon club etc engage students in varieties of extra- Curricular activities like awareness rallies, blood donation camp ,community outreach programme ,tree plantation ,contribution in all college events functions and various personality development workshops. Our college has a variety of sports facilities like basketball court, volleyball court, indoor gymnasium, badminton court, kabaddi court, table tennis, cricket ground etc. Evidence of Success: Dronacharya Government college caters to a large section of rural youth who join this college with the aim of pursuing higher studies at affordable cost and at the same time inculcating innumerable skills in order to lead a quality standard of living. The vision and mission of the college focus on providing a conducive environment where each and every student is able to imbibe best values, groom himself, herself to the best of his/her abilities and to lay a strong foundation on which to build a firm edifice capable to leading an exemplary life. The Institution is committed to providing a range of multi-dimensional opportunities to its students by encouraging the teachers to deliver the best practices in their teaching learning , to organize quality training /workshops and create every reason to make students participate in evolving to their best potential. Problem encountered and resource required: Main problem encountered in bringing out the desired results are the consistency levels of the students in order to check the actual performance, sustained interest levels and self-motivation to learn and accomplish and willingness to break the self proclaimed or societal induced barriers. Teachers also need updation of infrastructure facilities, unhindered power and internet connectivity to engage students for long hours in crucial tasks, upgradation of library resources with latest resources to the students for reading as well as cooperative and empathetic attitude of the chair to trust the abilities of teachers to work with raw students and initiate experimental measures in

order to bring out their real self. Frequent transfers of governments teachers are a big blow to the continuity of such sustained efforts and at times leave many projects unfinished. Resources are also required for having a perfectly functional IT labs with latest and upgraded software so that students can be trained in these things in the college itself. Resources are also needed for starting soft skills and communication skills, professional courses that are the most essential ingredient of a holistic personality of these youth.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://dgcgurugram.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=EZMZRwPEnRw=>

7.3 – Institutional Distinctiveness

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

Established in 1951 as one of the leading Higher Education institutions in the post-independence decade, Dronacharya Government College then called Dronacharya Sanatan Dharma college has played a pivotal role in delivering quality standards in the field of teaching-learning and at the same time providing the best resources required for building the holistic personality of its student at the most affordable cost. The institution has been instrumental in catering to the Higher Educational needs of a huge strength of students belonging to the large rural hinterland in and around the district Gurugram. The college started as an initiative of some like-minded modern visionaries. Who wanted to create a strong fortress of Higher Education in the heart of the city while addressing all the requirements of seeking and pursuing Higher Education leading to successful careers, establishing a decent lifestyle, and turning into responsible citizens serving the country in the most potent ways. The college strives to create an enhanced conducive environment for students to their academic excellence thereby making them more employable and knowledgeable. In the last three years, the institution has made remarkable strides in augmenting infrastructural facilities with the optimum utilization of govt. grants, RUSA funds special grants procured from the Higher Education Department. This has resulted in establishment of 15 smart classrooms and refurbishing of depts. with furniture, renovation of R.K Hall with state of the art

facilities, a conference hall with interactive LED panel for VC, renovation of many labs and refurnishing with IT equipment, air-conditioned library and labs, thus creating an ideal teaching-learning ambiance for the stakeholders.

Being a co-educational college, having the largest strength in the Gurgaon district, the college has the unique distinctiveness of providing a wide variety of courses at both UGPG levels along with numerous extra-curricular activities about sport NCC, NSS, YRC, women cell legal literacy cell etc. thereby contributing a wholesome package for the students. The campus has been uniquely designed to inhibit a vast green cover and has the provision of the botanical garden, landscaped terrain to provide a natural setting for instilling enthusiasm, positivity, and creativity in the students thus bringing them close to nature as well as gaining the best resources in the academic and extra-curricular fields at nominal cost. The institution is very well connected with road and railways networks and is located in the heart of the old city and thus easily attracts students from a large area as far as from the neighboring cities due to its advantage of a maximum number of allocated seats at the UG level. It also provides opportunities to pursue higher studies from a wide variety of subjects ranging from physical education to guidance and counseling to commerce and history pol science and other arts subjects for both boys and girls.

Provide the weblink of the institution

<http://dgcgurugram.ac.in/Home>

8.Future Plans of Actions for Next Academic Year

IQAC plans to undertake several quality measures in order to upgrade Institutional status and enhance the facilities and opportunities provided to all the stakeholders. These are: 1. To prepare a well furnished internet/ICT enabled Seminar Hall/Conference room out of RUSA fund. 2. To start E-Karma project in the college and initiate final year students to make them learn market oriented skills based courses like digital marketing, web designing and development etc in completing these courses along with their graduation. 3. To fully refurbish R.K. Hall with Air conditioning, projector screen and audio system for organising numerous faculty development programmes as well as Extension lectures and cultural programs of the students. 4. To make proposals for renovation of Geography and Psychology laboratories with addition of desktops, smartboards and wifi connectivity. 5. Starting of Sanskrit

and Hindi Language Lab with interactive panel, desktops with language software and internet connectivity --the first of its kind in Government College. 6. Increase in the bandwidth of internet and providing internet access to more departments. 7. Addition of more Smartboards in the college to provide the advantage of ICT tools to more departments and make teaching-learning innovative and visually illustrative. 6. Shifting of Admin office to new spacious location in order to have an organised office and to provide more windows for students to cater to their queries. 7. Shifting of Staffroom to new location in order to have a big space for accommodating a larger number of teachers and providing all basic amenities for use. 8. To make proposals for starting value added courses in the college and put up with the Department for its approval. 9. To strengthen Placement cell activities by organising more of communication and soft skills workshops and placement drives for the drives. 10. To apply for registration of Alumni Association. 11. To get green audit, energy audit and environment audit done in the college. 12. To encourage teachers to take research initiatives and get publications done in the UGC approved journals. 13. To make proposal for starting Incubation Centre for training students in initiating their own Start ups and polish their entrepreneurial skills.