

# **Dronacharya Govt. College Gurugram**

## **Annual Quality Assurance Report-2015-16**



## **The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### **Part – A**

**AQAR for the year (for example 2013-14)**

**2015-16**

#### **I. Details of the Institution**

1.1 Name of the Institution

**DRONACHARYA GOVT. COLLEGE,  
GURUGRAM**

1.2 Address Line 1

**New Railway Road, Gurugram**

Address Line 2

**NEAR SHEETLA HOSPITAL**

City/Town

**Gurugram**

State

**Haryana**

Pin Code

**122001**

Institution e-mail address

**dgcgurgaon@gmail.com**

Contact Nos.

**0124-4231700**

Name of the Head of the Institution:

**Smt. Pooja Khullar**

Tel. No. with STD Code:

**0124-4231700**

Mobile:

**9811388092**

Name of the IQAC Co-ordinator: **Smt. Nitasha Joon**

Mobile: **09818149807**

IQAC e-mail address: **nitashajoon@gmail.com**

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date: **EC(SC)/06/RAR/024**  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address: **www.dgchgurgaon.org**

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	-	-	2002	-
2	2 <sup>nd</sup> Cycle	B	2.61	2015	5 YEARS
3	3 <sup>rd</sup> Cycle	---	---	---	---
4	4 <sup>th</sup> Cycle	---	---	---	---

1.7 Date of Establishment of IQAC: DD/MM/YYYY **02/02/2013**

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

NA



### 1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

### 1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

Post Graduation in 4 Subjects

### 1.11 Name of the Affiliating University (for the Colleges)

M.D.U. ROHTAK

### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐ UGC-CPE ☐

DST Star Scheme ☐ UGC-CE ☐

UGC-Special Assistance Programme ☐ DST-FIST ☐

UGC-Innovative P

-

G programmes

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

0

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and  
community representatives

0

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

-

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

1

**2.11 No. of meetings with various stakeholders:** No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?** Yes  No ☒  
 If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

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

Total Nos.  International  National ☒ State  Institution Level

(ii) Themes

Relevance of Dr. Ambedkar's Thought in contemporary India

**2.14 Significant Activities and contributions made by IQAC**

- Planning and introducing more teaching aids to improve the teaching-learning process and encourage innovative practices.
- It supports the Institution to organize seminars, workshops etc. to spread awareness on academic and social issues.
- It arranges for improving the system of teachers' evaluation by students with respect to improving the overall quality of teaching in the College.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.
- It also appreciates, encourages and provides support required by all staff and the students for their quality sustenance and quality improvement in teaching, research and administration.

## 2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ol style="list-style-type: none"><li>1. Biometric system for attendance.</li><li>2. Celebration of Imp. Days in the college student support activities.</li><li>3. New Science cum teaching block planned.</li><li>4. Proposal to construct 4 teaching rooms in New Commerce Block.</li><li>5. State Level Kabaddi tournament proposed.</li><li>6. Organisation of National Seminar.</li><li>7. Academic support and guidance for scholarly achievements in the University.</li><li>8. Online admission.</li></ol>	<p>Installed in the office.</p> <p>Cultural Committee and Day celebration committee organises this work.</p> <p>Construction started in 2016 under CM announcement Scheme.</p> <p>Completed from RUSA grant in 2016.</p> <p>Organised in March 2016.</p> <p>Organised in April 2016 on Ambedkar.</p> <p>University Merit Rank in the subject of Sociology.</p> <p>Merit list prepared online by the Department.</p>

*\* Academic Calendar of the year as Annexure 1.*

**2.16 Whether the AQAR was placed in statutory body** Yes ☐ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Approved by Management

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	N.A	N.A	N.A	N.A
PG	4	-	-	-
UG	12	-	-	-
PG Diploma	N.A	-	-	-
Advanced Diploma	N.A	-	-	-
Diploma	N.A	-	-	-
Certificate	N.A	-	-	-
Others (ANUCDE)	N.A	-	-	-
<b>Total</b>	16			-
Interdisciplinary	N.A	-	-	-
Innovative	N.A	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	-
Annual	

##### 1.3 Feedback from stakeholders (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*(Feedback in the annexure II)*

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

Yes

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

No



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
62	27	35	---	---

2.2 No. of permanent faculty with Ph.D.

22
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-		-	-	-	-	-	-	62	91

2.4 No. of Guest and Visiting faculty and Temporary faculty

7	-	36
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	25	-
Presented papers	07	20	-
Resource Persons	-	1	-

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

1. Consistent interactive approach is applied between students and faculty which goes beyond the classroom and learning beyond curriculum.
2. Wi-fi enabled campus
3. Interactive teaching using smart board.
4. Innovative teaching methods are followed like classroom presentations, Quiz, Seminars etc.
5. Regular assignments given to students and feedback given to the students on improving their writing skills
6. Continuous evaluation through projects presentation quizzes etc.
7. Observation of significant and relevant days.

2.7 Total No. of actual teaching days

172
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during this academic year

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

As per University norms.

1. Regular weekly tutorials are conducted for PG Classes.
2. Paper presentation encouraged

3.Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, Presentations, quizzes etc.

## 2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2 Teachers

## 2.10 Average percentage of attendance of students

70-75

## 2.11 Course/Programme wise distribution of pass percentages

:

Title of the Programme	No. of Students Appeared	No of Students Passed	Passed %
B.A. Pass 6th Sem	508	141	27.75
B. Com Pass 6 <sup>th</sup> Sem	516	147	28.48
B.B.A. 6 <sup>th</sup> Sem	128	51	39.84
B.Sc 6 <sup>th</sup> Sem	468	234	50
BCA 6 <sup>th</sup> Sem	116	35	28.44
Pol.Sci(H) 6 <sup>th</sup> Sem	41	7	17.7
Eco (H) 6 <sup>th</sup> Sem	44	4	9.9
Eng. (H)) 6 <sup>th</sup> Sem	45	3	6.66
B. Com( H) 6 <sup>th</sup> Sem	131	108	82.44
B.Sc.( Biotech.) 6 <sup>th</sup> Sem	40	16	40
M.A( Hindi )4 <sup>th</sup> Sem	46	38	82.60
M.A( Psy) 4 <sup>th</sup> Sem	20	10	30
M.A(Socio)4 <sup>th</sup> Sem	29	25	86.20
M.A(Pol Sci )4 <sup>th</sup> Sem	57	28	49.12

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

IQAC Plans and Supports effective implementation for Total Quality Management for Teaching-Learning process for all stakeholders. It contributes to improve the teaching – learning process by:

- Motivating teaching faculty for employing effective teaching aids to enhance the teaching-learning process and encourage innovative teaching practices.
- It encourages organization of seminars, Extension Lectures, workshops etc. to spread awareness on academic and social issues.
- The IQAC endeavors to make the teaching-learning environment in the institution more learner -friendly to improve the overall quality of teaching by encouraging students for constant.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.
- It also appreciates, encourages and provides support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

## 2.13 Initiatives undertaken towards faculty development

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

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	47	NIL	47
Technical Staff	NIL	NIL	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Promotion of Research activities among staff is done by encouraging them to attend National/International seminar or subject specific workshops for updation in their fields.
2. Also the conduct of science exhibition in the college at the district level and participation of students at the state level science exhibition helps to inculcate scientific aptitude needed for higher level learning.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	4	-
Non-Peer Review Journals	2	2	-
e-Journals	1	1	-
Conference proceedings	-	-	-

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2012-17	UGC	5 Lakh	5 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from = N.A**

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

**3.9 For colleges**

Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

**3.10 Revenue generated through consultancy**

N.A

**3.11 No. of conferences**

organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	DHE	-	-	--

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

1

**3.13 No. of collaborations**International  National  Any other **3.14 No. of linkages created during this year**

NA

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

NA

From Funding agency

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From Management of University/College

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Total

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

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

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

Total	International	National	State	University	Dist	College
	-	-	-	-	-	-

**3.18 No. of faculty from the Institution**

who are Ph. D. Guides

and students registered under them

**3.19 No. of Ph.D. awarded by faculty from the Institution****3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)= N.A**

JRF

SRF

Project Fellows

Any other

**3.21 No. of students Participated in NSS events:**

University level

State level

National level

International level

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

University level

State level

National level

International level

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

University level

State level

National level

International level

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

University level

State level

National level

International level

**3.25 No. of Extension activities organized**

University forum

College forum

☒

NCC

☒

NSS

☒

Any other

☒**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.**

1. Tree plantation organised by NSS and NCC.

2. Celebration of International Youth day- By Red Cross Volunteer's.



3. Celebration of Independence Day by NCC Cadets.
4. Celebration of NSS day – 24<sup>th</sup> September.
5. Logo-“Bet Bachao – Beti Padhao” Displayed at various places in the college by NSS Volunteers.
6. “Learning License Drive for college students was carried out by NSS Volunteers in Sep-2015.
7. SWACHH BHARAT ABHIYAN on 2<sup>nd</sup> October – NCC and NSS.
8. UN day celebration – By Pol. Science Department.
9. Run for Unity – Ekta Diwas – NSS & NCC.
10. Celebration of International AIDS day – By Red Ribbon Club.
11. Blood Donation Camp – NSS, NCC & Red Cross Volunteers
12. Road Safety Week – NSS & NCC.
13. Voter’s Day Celebration – NSS
14. Republic Day Celebration - NCC.
15. Celebration of International Women’s Day – NSS & Women Cell.
16. Celebration of International Yoga Day – NSS & NCC.

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 ACRE	-	-	15 ACRE
Class rooms	34	04	RUSA	38
Laboratories	16	-	-	16
Seminar Halls	02	-	-	02
No. of important equipment's purchased ( $\geq 1$ -0 lakh) during the current year.	-	20	M&S Grant	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	412600	-	-
Museums				

#### 4.2 Computerization of administration and library

#. Administration has been partially computerised as part of the digitalisation programme in college.

#. Computerisation of library has been done

#### 4.3 Library services:

	Existing	Newly added	Value	Total
	No.	No.	Rs.	No.
Text Books	51967	234	200000	52201
Reference Books				
Journals	-	-	-	
CD & Video		-	-	-
Others (specify)	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	166	100	Available	-	-	04	03	59
Added	04	-	Available	-	-	02	02	-
Total	170	100		-	-	06	05	59

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

Training for students done occasionally through placement cell workshop. Teachers attended workshop/ Seminar from time to time.

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

- i) ICT    ii) Campus Infrastructure and facilities    iii) Equipment's    iv) Others

**Total:**

Rs 8,126,600
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## Criterion – V

### 5. Student Support and Progression

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

1. Updates on notice boards and college website to ensure active participation by students in various activities.
2. Feedback mechanism put in place through student's feedback form.

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

- #. Alumni database has been initiated to capture the relevant information.
- #. Relationship forged through utilising their knowledge for mentoring students.

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

UG	PG	Ph. D.	Others
7067	320	-	-

#### (b) No. of students outside the state

10% Approx

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	5641	76.36		1746	23.63

Last Year					
General	SC	ST	OBC	Physically Challenged	Total
2884	1276	-	3217	10	7387

Demand ratio

Dropout %

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

No formal facilities for imparting such coaching's However, Guidance on career related issues are given through placement cell extension teachers where students are given sample guidance on how to prepare for competitive examinations.

No. of students beneficiaries

200 Approx

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

NET	2	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	

## 5.6 Details of student counselling and career guidance

There is student counselling and career guidance cell in the college that organise extension lecturers ,career guidance workshop, job training for the students. The cell get a grant from higher education department for these purpose. Every year job training is organise for around 150 students in the college. They learn about how to face interviews ,how to make resume and all aspects of personality developments .These students than participate in job fair held at district level every year .Apart from this ,various lecturer are held for career related quarries and opportunities for the students and placement cell committee is constantly engaged to offer time to time guidance.

No. of students beneficiaries

<200

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	70	15	50 Approx.

## 5.8 Details of gender sensitization programmes

A Women students and Development Cell has been established in the college for sensitising students regarding women related issues and spreading awareness to project gander quality amongst the students.

The women Cell receiver grant every year from the department of higher education and following activities are organised annually

1. Workshop on Yoga and health, Art and Craft and Health Camps are organised for the girl Student.
2. Extension lecturer are organised and eminent person are limited to have interactive session with girls.
3. One day educational cum recreational trip is also organised for the girls.
4. A Lady person is lived to look after the Girls Common Room and cater to the needs of the girls.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level



National level



International level



No. of students participated in cultural events

State/ University level



National level



International level



**5.9.2 No. of medals /awards won by students in Sports, Games and other events**

Sports: State/ University level ☒ National level ☒ International level ☐

Cultural: State/ University level ☒ National level ☐ International level ☐

**5.10 Scholarships and Financial Support**

	Number of students	Amount
Financial support from institution		
Financial support from government	998	13972000
Financial support from other sources		
Number of students who received International/ National recognitions		

**5.11 Student organised / initiatives**

Fairs: State/ University level ☐ - National level ☐ - International level ☐ -  
Exhibition: State/ University level ☒ National level ☐ - International level ☐ -

**5.12 No. of social initiatives undertaken by the students**

**5.13 Major grievances of students (if any) redressed:**



## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

##### **VISION:**

#Dronacharya Govt College strive to bring a thriving learning culture responsive to the needs of the rural community by creating a class of intellectually, morally and spiritually sound and committed citizens who will become a human resource of high calibre by providing easily accessible, equitable and quality education.

##### **MISSION:**

- Pursuing to achieve excellence in quality, teaching , learning and research.
- Fostering and encouraging innovation and creativity.
- Recognizing and accepting social responsibility.
- To inculcate discipline, higher levels of social, cultural, ethical, spiritual and time values of life among the rural youth.
- To facilitate students in determining their goals in life and acquaint them with various career options and avenues of self employment.
- To help students develop a holistic personality.
- To inspire students to continue learning throughout life.
- To create a teaching-learning environment conducive to the pursuit of higher knowledge, relevant skills and experience.
- To promote awareness on ecological and environmental issues.
- To sensitize the students on socio-economic issues (gender and human rights) by including related topics into the curriculum and through co-curricular activities.

#### **6.2 Does the Institution has a management Information System**

1. It is applied to Administrative procedures including finance , student , demission
2. All the necessary information relating to admissions, activities organised and date related to institutional program has been uploaded on the college portal linked to the department of higher education.
3. Apart from this all the important date pertaining to staff and the students, budget has been uploaded on the MIS portal of MHRD.

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

##### **6.3.1 Curriculum Development**

1. Every year some faculty members is involved in the setting of question paper and are members of Board of studies.
2. Although curriculum development is initiated of the university level, yet suggestions are given from time to time on crucial topics to the Board of studies.
3. ICI based learning is encouraged to make curriculum more interesting for the student.

### 6.3.2 Teaching and Learning

1. Organising seminars, workshops and extension lectures.
2. Deputation of faculty members for seminars and workshop.
3. Departments make Academic Calendar at the beginning of the academic session.
4. Using ICT enabled technology for teaching like – Interactive Board, Overhead projector, etc.
5. All departments conducts class test, group discussion, tutorials and assignments regularly.
6. Apart from this field trips, educational tours are also organised as per availability of the grants.
7. Teacher share their study material like articles, PPT's or web- links with the students.

### 6.3.3 Examination and Evaluation

1. Periodic tests are taken by all the departments.
  2. Class presentation through projectors and otherwise are held in every semester
  3. Giving feedback on the assignments submitted by the students.
  4. Continuous evaluation through class tests, seminars, project work and assignment is done for internal assessment purpose.
  5. Registrar ensures smooth conduct of examinations apart from organising EVS exams.
  6. Practical examination is conducted with help of internal and external examiner appointed by the university in every semester.
  7. At percent 20% weightage given to internal evaluation and 80% weightage to external evaluation.
  8. The Institution is the nodal centre of evaluation of answer scripts received from the university every year.
- Most of the faculty members perform evaluation duties every year.

### 6.3.4 Research and Development

1. Some faculty members are member of the important association in their field of study.
2. The college provides all support to the teaching faculty for updating themselves through seminar, workshop, orientation programs and grants duties leave for the same. The department gives study leave to pursue Ph.D. program for the regular faculty.
3. The faculty members are encouraged to publish their research articles in UGC certified journals for API-PBAS purpose.
4. Case studies are also undertaken in some PG courses by the students.

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

The quality improvement strategies for library aim at constant improvement and development of library services through updation of technology and employment of latest systems in library science.

1. New books worth Rs.2 lakhs added in the library.
2. Fully equipped Library with automation faculties.
3. Internet connection in the library.
4. Separate section for the PG students.
5. Soul 2.0 software installed for library automation work.

The Quality improvements strategies for physical and ICT infrastructure focus on their regular maintenance and timely upgradation.

1. Wi-Fi enabled campus.
2. Most of the departments have LCD projectors and internet connection.
3. Four classrooms in new commerce block constructed from RUSA grant.
4. Girls and Boys toilets were renovated from RUSA grant.
5. Seven full-fledged computer labs.
6. New Science cum Teaching block constructed under CM announcement scheme. Equipped with 8 labs and 4 teaching rooms.
7. Labs upgradation from grant is done every year.

### **6.3.6 Human Resource Management**

1. Faculty and staff are encouraged to participate in Refreshers courses, orientations programs, 7 Day workshops.
2. Feedback from students on performance of the faculty.

### **6.3.7 Faculty and Staff recruitment**

1. Faculty workload is calculated before the commencement of the academic year to ascertain the actual need of faculty staff.
2. Requests are being forwarded to the departments from time to time about the requirement of regular staff in the specified subject.
3. Also there is provision of recruiting extension lecturers with the permission of the Department.

### **6.3.8 Industry Interaction / Collaboration**

1. Internship programs for the students of BBA every year during summer vacations.
2. Also lectures by Industry experts are arranged / conducted frequently.
3. Every year many students get Job training under Placement Cell granted and they attend job fair held at district Level every year.

#### 6.3.9 Admission of Students

1. Online admission has been started. Students apply for their choice of stream online which are scrutinised and verified by staff and merit list generated by the DHE.

#### 2. INSTITUTIONAL WEBSITE ([www.highereduhry.com](http://www.highereduhry.com))

Details of programmes, admission schedule is also exhibited through The Departmental Website/Institutional Website

#### 6.4 Welfare schemes for

Teaching	Maternity Leave CCL GPF Advance Retirement Pension Medical Reimbursement
Non-teaching	GPF Advance Wheat Loan Festival Advance Retirement Pension Medical Reimbursement
Students	Scholarships -SC/BC Fee Exemption for Girls Students Bus Pass For Girls

#### 6.5 Total corpus fund generated

21647022

#### 6.6 Whether annual financial audit has been done

☒

Yes

☐

No

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

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

#### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes      Yes ☐      No ☒

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

Not Applicable

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

Not Applicable

**6.11 Activities and support from the Alumni Association**

1. Interaction with alumni through alumni meetings.
2. Special lectures are organised occasionally in which Alumni are invited to interact with the faculty and students.

**6.12 Activities and support from the Parent – Teacher Association**

1. Parent Teacher Association's meeting is held occasionally where they are updated about the performance of students and all the activities held during the year.

**6.13 Development programmes for support staff**

As per Directions from the Department

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

1. Well maintained and green campus.
2. Tree plantation held every year with the help of NCC and NSS volunteers.
3. Water harvesting system maintained.
4. Solar energy panels installed in the hostel premises.
5. Online admission process.
6. Paper less routine administration work through dissemination of data on teacher's Email ID.
7. New plants are added in botanical park.

## Criterion – VII

### 7. Innovations and Best Practices

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

1. Online admission started.
2. Teaching through OHP and Smart classroom.
3. Construction of four additional classrooms in new commerce Block under RUSA grant.
4. Awareness Programme and rallies organised to teach faculty and students about cashless Transaction and working of BHIM app, SBI Buddy etc.
5. State level 5 days Kabaddi Tournament Organised in the college in march 2016.
6. Learning Licence drive for college students undertaken by NSS Volunteers.
7. National Seminar Organised on the occasion of 125<sup>th</sup> Birth Centenary of Dr. B.R. Ambedkar.

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

1. Enhancement of infrastructure.
2. State level Kabaddi Tournament Organised.
3. One Day National Seminar was organised for the faculty and the students.
4. 50 students participated at the district level Job Fair.

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

- Best Practice I - 5 Days State Level Kabaddi Tournament Organised in March 2016
- Best Practice II – Grant of approx. 2.75 cr. Under CM announcement Scheme to Construct a four floor building with laboratories for Sciences.

#### 7.4 Contribution to environmental awareness / protection

The college upholds the value of sustainable development and so tries to make all possible efforts to make its stakeholders aware about the importance of environmental protection through frequent rallies on environmental issues by NCC, NSS volunteers, Extension lectures organised by NGO, tree plantation done every year at the beginning of the academic year, NSS volunteers do tree pruning and gathering of leaves for green manure during 7 days Camp and cleaning of rain water harvesting pits.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

##### STRENGTHS

- Location situated in the heart of the Gurugram city. Proximity to the bus stand and railway station.
- Clean and Green Environment.
- Scholarship incentives for socially backward classes.
- A well-equipped library with good collection of reference books.
- Cooperation of the civic bodies.
- Highly qualified and dedicated faculty having healthy interaction with the students at all fronts.
- Wi-Fi enabled campus.
- Sports Achievements- Every year many students win medals at University level as well as national level.



- The Institution has a strong army of NCC, NSS and Red Cross volunteers who actively enjoy taking social initiatives to spread awareness in the community on matters of social importance.
- The college provides residence on the campus for about 200 Girls students.
- Teaching through smart classrooms and OHP.
- A well-maintained sports ground for students to practice many games and organise inter college, university level tournaments.

### **WEAKNESS**

- Limited developed infrastructure owing to the increasing strength of the college
- Limited numbers of post-graduation courses.
- Need for Industry linkages.
- Need for Faculty to be Ph.D. supervisors.
- Need for soft skill based and value-added courses.

### **OPPORTUNITIES**

- The college provides major growth opportunities to students in terms of academics, extracurricular, Social and Community.
- The campus can be utilized for starting evening college so as to cater to more and more demands of the students in its catchment area.
- Excellent academic environment covering all streams Arts, Commerce, Science, Management and Computer Science.
- Expansion of infrastructural facilities to cover more courses.

### **CHALLENGES / THREATS**

- To match up to the competition from other autonomous Institution.
- Inadequate research facilities.
- To meet the diverse needs of student community and to make them employable in order to face global competitive market

### **Plans of Institution for next year**

- To start a new course i.e. Post-Graduation in History.
- To organise seminars and National Conferences.
- Construction of New Science Block for science faculty.
- To strengthen library facilities.
- Upgradation of ICT equipment's from RUSA grant.
- Repair of girl's and boy's toilets from RUSA grant.
- To undertake measures to lower down absenteeism

Name Nitasha Joon

Name Smt. Pooja Khullar

Nitasha Joon

Signature of the Coordinator, IQAC

Pooja Khullar  
31/12/18

Signature of the Chairperson, IQAC

Principal  
Dronacharya Govt. College  
Gurugram

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## **Annexure-I**

### **Academic Calendar 2015-16**

1. Staff Meeting at the beginning of the academic session.	July/Jan
2. Admissions of UG/PG Classes	1-15 <sup>th</sup> July
3. Celebration of Independence Day.	15 <sup>th</sup> Aug
4. Tree Plantation.	July/Aug
5. Talent Search.	Aug/Sep
6. Celebration of Teachers Day.	5 <sup>th</sup> Sep
7. Celebration of Hindi Diwas.	14 <sup>th</sup> Sept
8. Celebration of NSS Day.	24 <sup>th</sup> Sep
9. Celebration Gandhi Jayanti.	2 <sup>nd</sup> Oct
10. Celebration of UN Day.	24 <sup>th</sup> Oct
11. Celebration of Ekta Diwas.	31 <sup>st</sup> Oct
12. Celebration of Constitutional Day	26 <sup>th</sup> Nov
13. Celebration of World AIDS Day	1 <sup>st</sup> Dec
14. Blood Donation Camp	Sept/Oct
15. Celebration of National Youth Day	12 <sup>th</sup> Jan
16. Celebration of Voters Day	25 <sup>th</sup> Jan
17. Celebration of Republic Day	26 <sup>th</sup> Jan
18. Vasant Utsav	Feb
19. Celebration of International Women's Day	8 <sup>th</sup> March

## **Annexure-II**

**#. Suggestions were given on increasing the infrastructural facilities like teaching rooms, laboratories and reading rooms in the library keeping in view the strength of the college.**

**#. Students of PG classes wanted to have more reference and text books in their subjects as well as journals in the library.**