

Dronacharya Govt. College Gurugram

Annual Quality Assurance Report-2017-18



The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

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)

2017-18

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:

9911388092

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. *MHCOGN 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 st Cycle	-	-	2002	-
2	2 nd Cycle	B	2.61	2015	5 YEARS
3	3 rd Cycle	---	---	---	---
4	4 th Cycle	---	---	---	---

1.7 Date of Establishment of IQAC: DD/MM/YYYY **02/0/2013**

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 ☒

(eg. 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)

PG In 5 Subjects

1.11 Name of the Affiliating University (for the Colleges)

MDU 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

8

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

12

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

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 organization of more 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.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Extension lectures to be organised. 2. Science Exhibition by sci. department. 3. Classroom Quiz 4. Celebration of Imp. Days. 5. Starting of Mentor groups for UG/PG classes. 6. HRMS data to be completed. 7. To initiate digital learning by use of online lectures. 8. Construction of new science block 9. Upgradation of library	By History, Sociology, Commerce & Hindi Departments. By Botany Deptt. By Hindi & Botany Deptt. Hindi Divas, UN day, Voter Day, Constitution Day, Ekta Diwas, AIDS Day etc. Started in Jan 2018. Uploaded data of all employees in the college. Some faculty member has started working on making online lectures. Completed Addition of Computers, Printers & Water cooler

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

2.15 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	5	-	-	-
UG	12	-	-	-
PG Diploma	N.A	-	-	-
Advanced Diploma	N.A	-	-	-
Diploma	N.A	-	-	-
Certificate	N.A	-	-	-
Others (ANUCDE)	N.A	-	-	-
Total	17			-
Interdisciplinary	N.A	-	-	-
Innovative	N.A	-	-	-

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

CBCS system functioning at the P.G. Level.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	-
Annual	

1.3 Feedback from stakeholders Alumni (On all aspects)

☒ 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
74	24	50	---	---

2.2 No. of permanent faculty with Ph.D.

26

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
-	-	-	-	-	-	-	-	74	79

2.4 No. of Guest and Visiting faculty and Temporary faculty

7	-	45
---	---	----

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

175

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, presentation 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	394	50	12.69
B. Com Pass 6 th Sem	481	127	26.40
B.B.A. 6 th Sem	128	35	27.34
B.Sc 6 th Sem	409	163	39.85
BCA 6 th Sem	105	60	57.14
BA POL.SCI 6 th Sem	39	21	53.84
BA Eco (H) 6 th Sem	39	6	15.38
BA Eng (H)) 6 th Sem	44	4	10
B. Com H 6 th Sem	140	90	64.28
B.Sc Bio 6 th Sem	46	29	63.4
PG Hindi 4 th Sem	35	27	77.14
PG Psy. 4 th Sem	20	11	55
PG Sociology 4 th Sem	18	14	77.77
PG Pol Sci 4 th Sem	47	12	25.53
PG History 4 th Sem	32	15	46.87

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.

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.	4
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				
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. 3 Chapters in Edited Books 1

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	--

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

2

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

From Management of University/College

Total

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

1

1

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

2

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

10

State level

10

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

120

National level

50

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

1

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. Participation in 11km human chain by NCC Cadets in the biggest tree plantation drive in Gurugram when 10 lakhs trees were planted.
3. Celebration of International Youth day – By Red Cross Volunteer's.
4. Celebration of Independence Day by NCC Cadets.
5. Celebration of NSS day – 24th September.
6. SWACHH BHARAT ABHIYAN 15-09-17 to 02-10-2017 – NCC and NSS.
7. Rally against use of crackers by NCC cadets on 16-10-2017.
8. UN day celebration – By Pol. Science Department.
9. Run for Unity – Ekta Diwas – NSS & NCC.
10. NCC cadets went to adventure tours in
Manali 18-12-17, 24-12-17, 30-12-2017
Nagaland 03-01-18, 14-01-2018
11. Celebration of International AIDS day – By Red Ribbon Club.
12. Blood Donation Camp – NSS, NCC & Red Cross Volunteers
13. Road Safety Week – NSS & NCC.
14. Voter's Day Celebration – NSS
15. Republic Day International NCC
16. Celebration of International Women's Day – NSS & Women Cell.
17. 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	42			42
Laboratories	24	-	-	24
Seminar Halls	02	-	-	02
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	-	67	RUSA & Placement Cell	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	849824	-	-
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

#. HRM's data of staff uploaded.

#. College information uploaded on AISHE portal .

4.3 Library services:

	Existing	Newly added	Value	Total
	No.	No.	Rs.	No.
Text Books	52536	22	10000	52558
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	202	115	Available	-	-	09	12	66
Added	02	-	Available	-	-	-	-	02
Total	204	115		-	-	09	12	68

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) Equipments iv) Others

Total:

Rs 6225837

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 Suggestion box.

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
6280	404	-	-

(b) No. of students outside the state

10% Aprox

(c) No. of international students

Nil

Men	No	%	Women	No	%
	5121	76.61		1563	23.38

Last Year					
General	SC	ST	OBC	Physically Challenged	Total
2581	1258	-	2826	19	6684

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 student's beneficiaries

200 Apr.

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 gets a grant from higher education department for these purposes. Every year job training is organised 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 then participate in job fair held at district level every year.

Apart from this, various lectures are held for career related queries and opportunities for the students and placement cell committee is constantly engaged to offer time to time guidance.

No. of student's beneficiaries

<500

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
			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 gender quality amongst the students.

The women Cell receives 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 invited 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	997	13958000
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 ☐ 10

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, Admission
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 member of Board of studies.
2. Although curriculum development is initiated at 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 students.

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, OHP, etc.
5. All departments conducts class test, group discussion, tutorials and assignments regularly.
6. Teacher share their study material like articles, PPT's or web- links with the students.

6.3.3 Examination and Evaluation

1. Periodic test are taken by all the departments.
2. Class presentations through projectors and otherwise are held in every semester
3. Continuous evaluation through class tests, seminars, project work and assignment are done for internal assessment purpose.
4. Practical examinations is conducted with help of internal and external examiners appointed by the university in every semester.
5. The Institution is the nodal centre 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 dutie 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 sciences.

1. New books worth Rs.2 lakhs added in the library.
2. Fully equipped library with automation facilities.
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 OHP and internet connection.
3. Seven full-fledged computer labs.
4. New Science cum Teaching block constructed under CM announcement scheme. Equipped with 8 labs and 4 teaching rooms.
5. Purchase of Computers and Printers from RUSA grant.
6. Lab upgradation done from grant.

6.3.6 Human Resource Management

1. Faculty and staff are encouraged to participate refresher orientations, 7 Days workshop.
2. Feedback from students on performance of the faculty through suggestion box.

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 Department 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 grant and they attend job fair held at district Level.

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.

INSTITUTIONAL WEBSITE (www.highereduhry.com)

Details of programmes, admission schedule is also exhibited through Institutional website.

6.4 Welfare schemes for

Teaching	Maternity Leave CCL GPF
Non-teaching	Loan facility Wheat Loan Festival Advance
Students	Scholarships -SC/BC Fee Exemption for Girls Students Buss Pass for Girls

6.5 Total corpus fund generated

22705625

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	Yse/No	Agency
Academic	Yes		Yes	
Administrative	Yes	Govt.	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 direction 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. 32 computers, printers and UPS purchased from RUSA grant.
2. Tiling of Science labs done.
3. Lab upgradation done with repair of instruments.
4. Book published by two faculty from Psychology Dept.
5. One faculty from Sanskrit Dept. nominated as chief Anchor for State level Geeta Jayanti Mahotsav.
6. Teaching through OHP and smart classrooms.
7. Mentor groups formed for the UG and PG classes meetings with the mentors held.
8. Increase in seats of BCA, BBA and BSC computer science.
9. Earn While You learn Scheme taken approx. 30 students and benefits them with financial assistance.
10. Road Safety Week organised and Quiz as well.

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

1. Approval Sanctioned for increased seats in 3 courses and inspection completed.
2. Mentor groups formed. Group of 40 students given per teacher.
3. Purchase of ICT material from RUSA grant.
4. Proposal sanctioned for renovation of RK Hall into conference Hall from Department of Higher Education under RUSA grant.
5. New computers and water cooler added to library.

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

- **Best Practice I** - 6 Gold Medals consecutively won by Topper of Sociology department in the University exams.
- **Best Practice II** - Incorporation of digital learning as a flip mode of pedagogical tool. Mentor groups formed of all the classes.

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 are 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)

STRENGTH

- 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 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 thorough 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 linked.
- 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 welfare.
- 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.

CHALLENGES / THREATS

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

Plans of Institution for next year

- To complete all the college information to be uploaded on HRMS
- Utilization of maximum Government grants in the first semester
- Training of the teachers in the digital learning
- To encourage teachers to use more and more E- Content along with the traditional pedagogical methods.
- To encourage students to participate in plantation drives and other environmental friendly measures for greening the campus
- To Improve record keeping of all the activities undertaken in each department.
- To make proposals for starting skill-based courses in the Institution
- To organize on campus job fair for the students
- To organize Alumni meet.

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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ACADEMIC CALENDER

1. Staff meeting at the beginning of the academic session / semester
2. Admissions of the students
3. Orientation of the new students
4. Tree Plantation Camp
5. Celebration of International Youth Day
6. Celebration of Independence Day
7. Talent Search Competitions
8. Celebration of Teachers Day
9. Celebration of Hindi Diwas
10. Celebration of Deen Dayal Upadhyay Jayanti.
11. Celebration of NSS Day.
12. Blood Donation Camp
13. Celebration of International Day for Older Person.
14. Swachhta Abhiyan
15. Celebration U.N. Day
16. Observing National Vigilance Week
17. Celebration Ekta Diwas / Run For Unity
18. Celebration of National Educational Day
19. Celebration of Constitution Day
20. Celebration of International AIDS Day
21. Celebration of World Soil Day
22. Celebration of Gita Jayanti Mahotsav
23. Celebration of National Youth Day
24. Celebration of National Voters Day
25. Celebration of Republic Day
26. Celebration of Martyr's Day
27. Vasant Utsav
28. Celebration of International Women's Day

ANNEXURE I

1st Week of July/Jan.
1st to 15th July
Last Week of July
July / Aug
12th Aug
15th Aug
Aug / Sept
5th Sept
14th Sept
Sept
24th Sept
Sept/Oct
1st Oct
2nd Oct
24th Oct
Oct
31st Oct
11th Nov
26th Nov
1st Dec
5th Dec
Dec
12th Jan
25th Jan
26th Jan
30th Jan
Feb
8th March

ANNEXURE-II

#. Suggestions were by the students to start Post Graduation in Commerce, English and Economics owing to their increasing value and demand in terms of employability.

#. Parents suggested to increase residential capacity in the hostel so as to accommodate more girl students coming from for off areas.