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**Yearly Status Report - 2018-2019**

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| 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 | **dgciqac1@gmail.com** |
| Address | **NEW RAILWAY ROAD, GURUGRAM** |
| 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/Data?Menu=2cT+ANJDwsc=&SubMenu=5uDhveJ32A8=**](http://dgcgurugram.ac.in/Data?Menu=2cT+ANJDwsc=&SubMenu=5uDhveJ32A8=) |
| **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=**](http://dgcgurugram.ac.in/QuickLinks?ID=BFcJrpmMV3E=) |
| **5. Accrediation Details** |
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| **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** |

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| **6. Date of Establishment of IQAC** | **02-Feb-2013** |
| **7. Internal Quality Assurance System** |
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| **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** |
| **Regular meeting of IQAC is arranged** | **26-Jul-20181** | **10** |
| **Regular meeting of IQAC is arranged** | **15-Nov-20181** | **10** |
| **Regular meeting of IQAC is arranged** | **27-Feb-20191** | **10** |
| **Timely submission of last 3 years AQAR to NAAC** | **31-Dec-2018120** | **20** |
| **Feedback from students** | **01-Feb-201990** | **500** |
| **AISHE data uploaded successfully** | **22-Feb-201990** | **20** |
| **Setting up of New Smart Classrooms** | **01-Sep-2018180** | **1000** |
| **Training of Teachers in Digital E-learning** | **23-Jul-201815** | **100** |
| **Student Union Elections** | **17-Oct-20187** | **3500** |
| **Organising of Convocation ceremony** | **03-Mar-20192** | **500** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives/1689_Quality_Initiatives.xlsx) |

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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.** |
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| **Institution/Department/Faculty** | **Scheme** | **Funding Agency** | **Year of award with duration** | **Amount** |
| **State Government** | **Smart classrooms** | **Higher education** | **2018365** | **1050000** |
| **Central Government** | **RUSA** | **MHRD** | **2018365** | **3000000** |
| **State Government** | **Earn While You Learn** | **Higher Education** | **2018365** | **210000** |
| **State Government** | **Science Exhibition** | **Higher Education** | **2018365** | **30000** |
| **State Government** | **Cultural Grant** | **Higher Education** | **2018365** | **30000** |
| **State Government** | **Lab Upgradation** | **Higher Education** | **2018365** | **200000** |
| **State Government** | **Library** | **Higher Education** | **2018365** | **300000** |
| **State Government** | **Sports** | **Higher Education** | **2018365** | **200000** |
| **State Government** | **Women Cell** | **Higher Education** | **2018365** | **142000** |
| **State Government** | **Placement Cell** | **Higher Education** | **2018365** | **876171** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Special_Status/1689_Special_Status.xlsx) |

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| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Formation/1689_Formation.pdf) |
| **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**](https://assessmentonline.naac.gov.in/public/Postacc/Meeting_minutes/1689_Minutes.pdf) |
| **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. Completion of 3 years of pending AQARs and uploading on the website. 2. Setting up of 7 new smart classrooms in the college. 3. Training of teachers in use of Digital Econtent provided by the Department of Higher Education and encouraging more and more use of ICT in teachinglearning. 4. Proposal for starting new courses sent and approved by the Department of Higher Education. 5. Planning for starting of Incubation centre in the campus from next session onwards.** |
| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Contribution/1689_Contribution.xlsx) |  |
| **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** |
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| **Plan of Action** | **Achivements/Outcomes** |
| **Addition of new smart classrooms in the college.** | **Seven more smart classrooms were purchased in this session as a part of infrastructural development and to enhance digital learning and teaching.** |
| **Motivate all teaching faculty to use ICT methods in teaching.** | **As a part of the initiative by the Department of Higher Education, selected teachers from every government colleges were given digital training and around eight tb of Econtent was shared with the colleges. Similar trainings were held in the colleges to engage teachers in using Econtent in their teaching. Teachers widely used the smart classrooms to deliver lectures in blended mode.** |
| **Smooth conduct of students union election.** | **Student Elections held successfully in October after a gap of twenty two years as an initiative of the State Government to inculcate leadership qualities and democratic spirit amongst the youth of the state.** |
| **Introduction of new subjects from the next session.** | **Requirement of starting new courses was taken from the HODs and proposal was send to the Department. Permission was granted to start five subjects from the next session.** |
| **To guide and encourage all the departments for organising extra-curricular and co-curricular activities in order to give more exposure to the students related to their subjects, life skills, career opportunities etc** | **Numerous extension activities and outreach programs were organised by the Departments and NCC, NSS, Women Cell, Legal Literacy Cell,** |
| **Regularity of classes, display of timetable, Orientation of new students, completion of syllabus on time and timely uploading of internal assessment.** | **Classes were met regularly as per the timetable and syllabus completed on time as per lesson plans mace by the teachers. New students were given orientation regarding facilities available in the college, discipline, pattern of internal assessment and important activities organised in the college.** |
| **Preparation of Convocation Ceremony and printing of annual report for the function.** | **Convocation ceremony and Prize Distribution Ceremony was successfully organised in March and annual report covering all important details of the college in the academic session was printed.** |
| **Timely utilization of all government grants.** | **Reminders were given to the incharges/convenors frequently by the Principal and grants were utilised on time.** |
| **conduct of mandatory EVS exam for the First year students** | **Registrar branch smoothly conducted EVS exam for the first year students in march and students contributed a large number of potted plants as part of green initiative of EVS practical.** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Quality/1689_Quality.xlsx) |

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| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
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| **Name of Statutory Body** | **Meeting Date** |
| **IQAC** | **09-May-2022** |

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| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2019** |
| Date of Submission | **22-Feb-2019** |
| **17. Does the Institution have Management Information System ?** | **Yes** |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **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 the 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 is updated from time to time on the MIS portal for effective management of the college. Various modules 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, Internal assessment, Practical awards, Examination, issuance of roll nos. are through online software. 6. College Library is also automated through SOUL software.** |

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| Part B |
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| **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 |
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| **Dronacharya Government College, Gurugram is affiliated to Maharishi Dayanand University, Rohtak and follows the curriculum prescribed by the University. 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 prior to the commencement of the academic year. 2.) All the departments are notified to prepare their departmental activity calendars at the beginning of the session keeping in view the topics related to their curriculum, making students aware about the latest trends in their area of study and giving adequate guidance on the employability skills required by the students to pursue their future career prospects. 3.) The Heads of all the departments prepares departmental timetable in accordance with the master time-table and assigns the workload to the faculty members after departmental meetings held to distribute papers and practical classes. 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.)Teachers are instructed to integrate innovative teaching methods in order to achieve learning outcomes of the programs and courses and equip students with the essential attributes for successful completion of their programs 6.) Conventional classroom teaching is blended with use of ICT to make teaching learning method more learner- centric. Apart from this, the departments organises Quizzes , paper presentations by the students, field trips, industrial visits in order to enhance the knowledge base and exposure of the latest trends related to their curriculum. 7.) Library provides Book bank facility and addition of good quality text books every year in order to encourage research orientation amongst the staff and the students. 8.) The faculty members are required to fill shortage of attendance slips and the students having shortage of attendance are penalised to ensure regularity of students. 9.) IQAC encourages faculty members to attend Orientation/Refresher Courses, workshops and publish their research articles to upgrade and update themselves in their respective subjects and to deliver new insights and observations while delivering the curriculum in the classrooms. 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.** |

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| 1.1.2 – Certificate/ Diploma Courses introduced during the academic year |
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| **Certificate** | **Diploma Courses** | **Dates of Introduction** | **Duration** | **Focus on employability/entrepreneurship** | **Skill Development** |
| **0** | **0** | **Nil** | **0** | **0** | **0** |

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| **1.2 – Academic Flexibility** |
| 1.2.1 – New programmes/courses introduced during the academic year |
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| **Programme/Course** | **Programme Specialization** | **Dates of Introduction** |
| **Nill** | **NIL** | **Nill** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Program_introduced/1689_Program_introduced_1648802592.xlsx) |

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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. |
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| **Name of programmes adopting CBCS** | **Programme Specialization** | **Date of implementation of CBCS/Elective Course System** |
| **MA** | **Hindi** | **29/06/2016** |
| **MA** | **Political Science** | **29/06/2016** |
| **MA** | **History** | **29/06/2016** |
| **MA** | **Psychology** | **29/06/2016** |
| **MA** | **Sociology** | **29/06/2016** |

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| 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year |
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|  | **Certificate** | **Diploma Course** |
| Number of Students | **0** | **0** |

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| **1.3 – Curriculum Enrichment** |
| 1.3.1 – Value-added courses imparting transferable and life skills offered during the year |
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| --- | --- | --- |
| **Value Added Courses** | **Date of Introduction** | **Number of Students Enrolled** |
| **0** | **Nill** | **0** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Value_added_courses/1689_Value_added_courses_1648802606.xlsx) |

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| 1.3.2 – Field Projects / Internships under taken during the year |
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| **Project/Programme Title** | **Programme Specialization** | **No. of students enrolled for Field Projects / Internships** |
| **BBA** | **Training Project** | **89** |
| **BA** | **Geography(Socio Economic Survey)** | **122** |
| **BSc** | **Biotechnology(project work)** | **57** |
| **MA** | **Sociology (Project Report-Social issues-Beti Bachao Beti Padhao, Swachhata Abhiyan, Legal Awareness, Attitude of youths)** | **36** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Projects_undertaken/1689_Projects_undertaken_1642144158.xlsx) |

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| **1.4 – Feedback System** |
| 1.4.1 – Whether structured feedback received from all the stakeholders. |
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| --- | --- |
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

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| 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) |
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| **Feedback Obtained** |
| **IQAC formulates the feedback proformas on teaching and pedagogical methodologies, infrastructural facilities and adequacy of the curriculum in building the necessary skills required to match with the competitiveness in the market. These questionnaires are designed in such a way so as to get valuable suggestions from students, teachers, alumni, parents and employers of the students passed out from the Institution and are collected at the end of the academic session. The feedback is obtained from a random sample of students covering roughly about 10 percent of the total strength of the students by the teachers who share these proformas in the mentor groups. Feedback is also obtained from the teachers from time to time in the IQAC meetings, college council meetings, staff meetings and by personally conveying to the Principal or IQAC Coordinator. Feedback from the Alumni is obtained occasionally when they visit the Institution on invitation or for some matters pertaining to college matters. Feedback from the parents are obtained at times telephonically or when they come to college for their wards matters of if their wards reside in the hostel. Mentors make effort to ask their close students who get placed in good positions to get feedback from their employers if possible. Students are encouraged to give their suggestions on the issues related to teachers, syllabus, infrastructural facilities, mentoring by teachers, library usage and curriculum relevance. The Alumni of the college also provide important suggestions 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 and to make curriculum delivery more effective and relevant to the needs of the students. Feedback from students 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. 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 resources and contribute significantly in aligning the interests of the stakeholders with that of institutional interests. The data is collected by IQAC, sorted out and consolidated for drawing analysis and appropriate actions are implemented accordingly. As a result of the suggestions given by the stakeholders, use of ICT was increased in teaching-learning methods by the teachers due to new smart classrooms, discipline was strengthened by vigilant presence of PCR and regularity in dispensing of proctorial duties, organising placement trainings, establishment of robust mentor-mentee system and encouraging teachers to give feedback on students performance so as to improve their results.** |

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| **CRITERION II – TEACHING- LEARNING AND EVALUATION** |
| **2.1 – Student Enrolment and Profile** |
| 2.1.1 – Demand Ratio during the year |
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| --- | --- | --- | --- | --- |
| **Name of the Programme** | **Programme Specialization** | **Number of seats available** | **Number of Application received** | **Students Enrolled** |
| **BA** | **Arts** | **800** | **2676** | **786** |
| **BBA** | **Commerce** | **160** | **1158** | **139** |
| **BCA** | **Computer** | **160** | **971** | **131** |
| **BCom** | **Commerce** | **560** | **2396** | **526** |
| **BSc** | **Science** | **560** | **3125** | **429** |
| **MA** | **History** | **40** | **200** | **40** |
| **MA** | **Hindi** | **60** | **156** | **41** |
| **MA** | **Political Science** | **60** | **270** | **58** |
| **MA** | **Sociology** | **40** | **104** | **36** |
| **MA** | **Psychology** | **38** | **158** | **35** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Demand_ratio/1689_Demand_ratio_1583832122.xlsx) |

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| **2.2 – Catering to Student Diversity** |
| 2.2.1 – Student - Full time teacher ratio (current year data) |
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| **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** |
| **2018** | **5923** | **405** | **127** | **0** | **18** |

 |
| **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) |
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| **Number of Teachers on Roll** | **Number of teachers using ICT (LMS, e-Resources)** | **ICT Tools and resources available** | **Number of ICT enabled Classrooms** | **Numberof smart classrooms** | **E-resources and techniques used** |
| **145** | **66** | **7** | **10** | **8** | **6** |

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| [**View File of ICT Tools and resources**](https://assessmentonline.naac.gov.in/public/Postacc/ict_tools/1689_ict_tools_1653374780.xlsx) |

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| [**View File of E-resources and techniques used**](https://assessmentonline.naac.gov.in/public/Postacc/e_resource/1689_e_resource_1653376286.xlsx) |

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| 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words) |
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| The college has a well functional mentoring system to provide excellent resource of faculty as academic advisors to the students. At the beginning of each academic year, 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. Finalised list of mentor-mentee is then circulated in the staff so that record of the mentees can be made and the mentor approaches their group and informs them about the significance of this system. The mentor also communicates about the scheduled meeting as notified by the principal from time to time. 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 .The mentors are advised in the staff meetings by the principal to motivate the students to perform effectively in studies, take part in the extra curricular activities of the college and encourage them to share their personal problems in order to come out of all kinds of inhibitions and complexes. The mentoring system help a great deal in developing a close bonding with the students and give them exposure on many new things which are otherwise missed or ignored in the regular classroom teaching. Interacting with mentees gives an opportunity to get a glimpse of the inherent talents of the students. The teachers (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 most appropriate career path in their life. This also acts as a wonderful platform for sharing personal issues and get meaningful solutions from the mentors. This practice is also useful in identifying slow and fast learners. Thus, these mentor-mentee sessions act as handholding exercise to navigate many difficult junctures that the youth faces during their academic pursuits. Students have always shown positive feedback on the role of the mentors in providing them meaningful suggestions, insightful guidance and constructive ideas to pursue in order to excel in their academics as well as other extra-curricular activities. |

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| **Number of students enrolled in the institution** | **Number of fulltime teachers** | **Mentor : Mentee Ratio** |
| **6328** | **145** | **1:44** |

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| **2.4 – Teacher Profile and Quality** |
| 2.4.1 – Number of full time teachers appointed during the year |
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| **No. of sanctioned positions** | **No. of filled positions** | **Vacant positions** | **Positions filled during the current year** | **No. of faculty with Ph.D** |
| **153** | **72** | **81** | **13** | **49** |

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| 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 ) |
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| **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** |
| **2018** | **NIL** | **Nill** | **NIL** |
| **2019** | **NIL** | **Nill** | **NIL** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Honours_recieved/1689_Honours_recieved_1648839243.xlsx) |

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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 |
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| **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** |
| **BSc** | **BIO TECH** | **6** | **04/04/2019** | **03/06/2019** |
| **BSc** | **PASS** | **6** | **08/05/2019** | **03/06/2019** |
| **BCA** | **PASS** | **6** | **29/04/2019** | **29/05/2019** |
| **BBA** | **PASS** | **6** | **30/04/2019** | **30/05/2019** |
| **BCom** | **PASS** | **6** | **08/05/2019** | **31/05/2019** |
| **BCom** | **HONS.** | **6** | **06/05/2019** | **31/05/2019** |
| **BA** | **ECO (H)** | **6** | **04/05/2019** | **23/07/2019** |
| **BA** | **POL. SC. (H)** | **6** | **04/05/2019** | **23/07/2019** |
| **BA** | **ENGLISH (H)** | **6** | **04/05/2019** | **23/07/2019** |
| **BA** | **PASS** | **6** | **05/12/2018** | **05/02/2019** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Evaluation/1689_Evaluation_1583996450.xlsx) |

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| 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words) |
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| **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 evaluation of the students. However, keeping in view the overall goal of fostering a stimulating teaching-learning experiences, the Institution strives constantly to lay down internal procedures where continuous evaluation can be initiated to make students deliver to the best of their efforts and capabilities. At the beginning of each academic year, an orientation session for the new students is held in which they are given useful information related to examination pattern and assessment method by the Registrar branch and the general code of conduct to be followed by the students with regards to attendance, mandatory tests and class presentations, submission of assignments and practical files in order to secure good marks in the internal assessment. The students are informed about the fine structure for the absentees so that they maintain regularity .The 80:20 scheme of the evaluation method is mostly followed in all the subjects. The weightage for the internal assessment are calculated keeping in view the attendance record, performance in monthly tests ,submission of assignments and response given by the student in the classroom. The weightage in the practical subjects are based on submission of file work, attendance in practical labs, project work and class presentations. The teachers make extra efforts to encourage students to attend regular classes and give tests and make assignments in order to gain good marks. The teachers also encourage their students to participate in class quiz, field trips and attend Extension lectures organised by the departments. Teachers also gives adequate attention to the learning needs of the slow learners in terms of giving extra time for explanation, helping with hands outs and giving remarks on the assignments to make these students cope up with the syllabus demands. At the same time, fast learners are guided to look for further resources to enhance and expand their knowledge base and to participate in activities like quizzes, debates, symposium, in college magazine, science exhibition etc. The mentor system also acts as big facilitating system in encouraging the students to remove their inhibitions, to increase their confidence levels, to refine their public speaking skills and to provide them with effective methods of exceling in the examinations. In order to continually evaluate the students, the teachers exercise keen observation on the performance levels of the students and improvements in their learning standards and at times this calls for some personal innovative methods adopted by the teacher to initiate steady progress of their students. Continuous internal assessment and evaluation of students is done by the teaching faculty members by employing innovative pedagogical methods like training and grooming students in giving impressive class presentation, making analytical case studies and how to design project works by use of proper research methodologies. All these efforts contribute significantly in improving the overall knowledge and personality of the students.** |

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

|  |
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| **Dronacharya Government College is affiliated to M.D.U. Rohtak 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 what s app 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) |
|

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| [**https://drive.google.com/drive/folders/1QuHLUSw9vAOQrqQSH5zAVffhMTV4hqWi**](https://drive.google.com/drive/folders/1QuHLUSw9vAOQrqQSH5zAVffhMTV4hqWi) |

 |
| 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** |
| **Nill** | **BCom** | **HONS** | **120** | **87** | **72.5** |
| **Nill** | **BSc** | **SCIENCE** | **407** | **140** | **34.4** |
| **Nill** | **BSc** | **BIOTECH.** | **57** | **33** | **57.9** |
| **Nill** | **MA** | **HISTORY** | **35** | **19** | **54.29** |
| **Nill** | **MA** | **POL.SCIENCE** | **57** | **50** | **87.7** |
| **Nill** | **MA** | **SOCIOLOGY** | **31** | **24** | **75.4** |
| **Nill** | **BA** | **ARTS** | **381** | **84** | **22** |
| **Nill** | **BBA** | **BUSINESS** | **109** | **28** | **25.7** |
| **Nill** | **BCA** | **COMPUTERS** | **126** | **16** | **13** |
| **Nill** | **MA** | **HINDI** | **42** | **25** | **59.52** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Pass_percentage/1689_Pass_percentage_1583830634.xlsx) |

 |
| **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) |
|

|  |
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| [**https://docs.google.com/document/d/1vyzUUspBur199sD21pdGDcqOkW4nlfGc/edit**](https://docs.google.com/document/d/1vyzUUspBur199sD21pdGDcqOkW4nlfGc/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** |
| **Nill** | **0** | **Nil** | **0** | **0** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Research_Fund/1689_Research_Fund_1642606709.xlsx) |

 |
| **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** |
| **NIL** | **NIL** |  |

 |
| 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** |
| **Nil** | **Nil** | **Nil** | **Nill** | **0** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Awards_won/1689_Awards_won_1643088805.xlsx) |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Incubation Center** | **Name** | **Sponsered By** | **Name of the Start-up** | **Nature of Start-up** | **Date of Commencement** |
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **Nill** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Incubation_centres/1689_Incubation_centres_1642829890.xlsx) |

 |
| **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** |
| **NA** | **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** | **Nill** |
| **International** | **Physics** | **1** | **Nill** |
| **International** | **Chemistry** | **1** | **Nill** |
| **International** | **English** | **4** | **Nill** |
| **International** | **Economics** | **1** | **Nill** |
| **International** | **Sociology** | **1** | **Nill** |
| **International** | **Zoology** | **2** | **Nill** |
| **International** | **Physical Education** | **1** | **Nill** |
| **International** | **Poltical Science** | **1** | **Nill** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/journals_notified_on_UGC/1689_journals_notified_on_UGC_1642615759.xlsx) |

 |
| 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** |
| **Economics** | **1** |
| **English** | **1** |
| **Chemistry** | **1** |
| **Sociology** | **2** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Books_and_Chapters/1689_Books_and_Chapters_1643089667.xlsx) |

 |
| 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** |
| **Nil** | **Nil** | **Nil** | **Nill** | **Nill** | **Nill** | **Nill** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Bibliometrics/1689_Bibliometrics_1643090792.xlsx) |

 |
| 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** | **Nill** | **Nill** | **Nill** | **Nill** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Index/1689_Index_1643090885.xlsx) |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Faculty** | **International** | **National** | **State** | **Local** |
| **Attended/Seminars/Workshops** | **10** | **25** | **2** | **0** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Faculty_participation/1689_Faculty_participation_1643091347.xlsx) |

 |
| **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** |
| **Poster Making /GD** | **YRC** | **5** | **50** |
| **Training** | **YRC, District Youth Red Cross** | **5** | **20** |
| **Swachh Bharat Internship** | **NSS, Higher Education, Haryana** | **6** | **150** |
| **Tree Plantation** | **NSS, MDU** | **6** | **200** |
| **Voters Registration Programme** | **NSS, District Election Office** | **5** | **198** |
| **NSS Day Celebration** | **NSS, MDU** | **6** | **200** |
| **Road Safety week celebrated** | **NSS, Higher Education, Haryana** | **6** | **200** |
| **International Youth Day** | **YRC** | **5** | **70** |
| **YRC Camp** | **YRC, Indian Red Cross Society** | **2** | **10** |
| **YRC Training Camp** | **YRC, MDU** | **1** | **5** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Extension/1689_Extension_1652083604.xlsx) |

 |
| 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-2018** | **Gurugram Administration** | **30** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Awards_for_extension/1689_Awards_for_extension_1643439777.xlsx) |

 |
| 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 activites** | **Number of students participated in such activites** |
| **EMPOWERMENT OF GIRLS** | **WOMEN CELL, COLLEGE** | **EK AUR SUDHAAR- pepper spray distribution** | **10** | **50** |
| **EMPOWERMENT OF GIRLS** | **WOMEN CELL, COLLEGE** | **SANKALP SUTRA** | **50** | **150** |
| **EMPOWERMENT OF GIRLS** | **WOMEN CELL, COLLEGE** | **SIGNATURE WALL CAMPAIGN** | **50** | **250** |
| **BLOOD DONATION** | **NCC and ROTARY CLUB** | **BLOOD DONATION CAMP** | **2** | **80** |
| **EMPOWERMENT OF GIRLS** | **WOMEN CELL, COLLEGE** | **AWARENESS RALLY ON GENDER ISSUES** | **10** | **200** |
| **VOTERS REGISTRATION CAMP** | **NSS** | **REGISTERING OF NEW VOTERS** | **5** | **198** |
| **MARTYRS DAY** | **NCC** | **YAAD RAHE KURBANI** | **2** | **85** |
| **SWACHH BHARAT ABHIYAAN** | **NCC and NSS** | **RALLY ON SWACHHTA AWARENESS** | **2** | **100** |
| **ANTI-DRUG AWARENESS RALLY** | **NCC** | **ANTI DRUG AWARENESS RALLY** | **2** | **100** |
| **INTERNATIONAL YOUTH DAY** | **YOUTH CLUB** | **SAFE SPACE FOR YOU** | **6** | **50** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Students_in_extension/1689_Students_in_extension_1653373536.xlsx) |

 |
| **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** |
| **Participation in Job Fair held at District level** | **50** | **Higher Education, Haryana** | **1** |
| **Inter-district Science Exhibition** | **70** | **Higher Education, Haryana** | **1** |
| **Participation in Inter-cultural competition** | **50** | **CPSM College of Education** | **1** |
| **Participation of Faculty members in Aao Rajneeti Karein program organised by Hindustan Times** | **4** | **Hindustan Times** | **1** |
| **District level legal literacy competition in which 9 colleges participated.** | **70** | **Higher Education, Haryana** | **1** |
| **Participation of students in Annual Athletic Meet organised by G.D. Goenka University. Students won medals.** | **20** | **G.D. Goenka University** | **2** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Collab_activities/1689_Collab_activities_1653374165.xlsx) |

 |
| 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** |
| **Job Training** | **Placement Training** | **NAVJYOTI** | **28/01/2019** | **03/02/2019** | **100** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Linkages/1689_Linkages_1643469661.xlsx) |

 |
| 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** | **Nill** | **NIL** | **Nill** |

|  |
| --- |
| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/MoU/1689_MoU_1642609610.xlsx) |

 |
| **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** |
| **929000** | **929000** |
| **1050000** | **1050000** |
| **181600** | **181600** |
| **150469** | **150469** |
| **260000** | **260000** |

 |
| 4.1.2 – Details of augmentation in infrastructure facilities during the year |
|

|  |  |
| --- | --- |
| **Facilities** | **Existing or Newly Added** |
| **Classrooms with Wi-Fi OR LAN** | **Newly Added** |
| **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** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/augmentation_details/1689_augmentation_details_1648115258.docx) |

 |
| **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 patially)** | **Version** | **Year of automation** |
| **Soul** | **Fully** | **2.0** | **2017** |

 |
| 4.2.2 – Library Services |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Library Service Type** | **Existing** | **Newly Added** | **Total** |
| **Text Books** | **25500** | **Nill** | **264** | **149531** | **25764** | **149531** |
| **Library Automation** | **25500** | **Nill** | **Nill** | **Nill** | **25500** | **0** |

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| --- |
| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Library/1689_Library_1642407638.xlsx) |

 |
| 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 &amp; 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** |
| **NIL** | **Nill** | **Nill** | **Nill** |

|  |
| --- |
| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/e-content_by_teachers/1689_e-content_by_teachers_1648802365.xlsx) |

 |
| **4.3 – IT Infrastructure** |
| 4.3.1 – Technology Upgradation (overall) |
|

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Total Computers** | **Computer Lab** | **Internet** | **Browsing centers** | **Computer Centers** | **Office** | **Departments** | **Available Bandwidth (MBPS/GBPS)** | **Others** |
| **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) |
|

|  |
| --- |
| **2 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** |
| **0** | [**0**](https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/0) |

 |
| **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 incurredon maintenance of physical facilites** |
| **1773436** | **1773436** | **1654756** | **1654756** |

 |
| 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 m funds like red cross fund, Amalgamated Fund, R.K. Fund, S.N.E grant, M 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** | **Nill** | **Nill** | **Nill** |
| **Financial Support from Other Sources** |  |  |  |
| **a) National** | **Nill** | **Nill** | **Nill** |
| **b)International** | **Nill** | **Nill** | **Nill** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Scholarships/1689_Scholarships_1651830265.xlsx) |

 |
| 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 implemetation** | **Number of students enrolled** | **Agencies involved** |
| **LANGUAGE LAB** | **01/09/2018** | **277** | **ENGLISH DEPARTMENT** |
| **EXTENSION LECTURE ON PERSONALITY DEVELOPMENT** | **27/02/2019** | **50** | **PLACEMENT CELL** |
| **PREPARATION FOR CAREER OPPORTUNITIES IN SOCIAL SCIENCE** | **28/02/2019** | **45** | **PLACEMENT CELL** |
| **EMPLOYABILITY TRAINING FOR STUDENTS** | **13/02/2019** | **100** | **PLACEMENT CELL** |
| **MENTORING SYSTEM** | **01/08/2018** | **6328** | **COLLEGE** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Development_Schemes/1689_Development_Schemes_1648802417.xlsx) |

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

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| --- | --- | --- | --- | --- | --- |
| **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 passedin the comp. exam** | **Number of studentsp placed** |
| **2019** | **Extension Lecture organised on Social Research and its Importance in Job market under Placement Cell** | **70** | **70** | **0** | **0** |
| **2019** | **Extension Lecture organised on Career choices for Social sciences students under placement cell** | **100** | **100** | **0** | **0** |
| **2019** | **3 Days Employability training for students organised under Placement Cell.** | **100** | **100** | **0** | **0** |
| **2018** | **15 Days SSB Training Organised by NCC** | **20** | **30** | **0** | **0** |
| **2018** | **4 Days SSB class by SUMIT MALIK organised by NCC** | **10** | **50** | **1** | **1** |
| **2019** | **Extension Lecture on Career Opportunities in Economics and How to prepare for IAS and other competitive Exams was organised under Placement Cell.** | **100** | **100** | **0** | **0** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Guidance/1689_Guidance_1648792818.xlsx) |

 |
| 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** |
| **Nameof organizations visited** | **Number of students participated** | **Number of stduents placed** | **Nameof organizations visited** | **Number of students participated** | **Number of stduents placed** |
| **NIL** | **0** | **0** | **NIL** | **0** | **0** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Placement/1689_Placement_1652259941.xlsx) |

 |
| 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** |
| **2019** | **8** | **BSC** | **SCIENCE (BIOTECHNOLOGY)** | **DGC AND OTHERS** | **MSC** |
| **2019** | **37** | **BSC** | **SCIENCE (MEDICAL)** | **DGC AND OTHERS** | **MSC** |
| **2019** | **3** | **BBA/B.COM** | **COMMERCE** | **DGC AND OTHERS** | **MBA** |
| **2019** | **9** | **BCA** | **COMMERCE** | **OTHERS** | **MCA** |
| **2019** | **56** | **BA** | **ARTS** | **DGC AND OTHERS** | **MA** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Progression/1689_Progression_1652863163.xlsx) |

 |
| 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** | **4** |
| **Any Other** | **3** |

|  |
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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Qualifying/1689_Qualifying_1653373907.xlsx) |

 |
| 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year |
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|  |  |  |
| --- | --- | --- |
| **Activity** | **Level** | **Number of Participants** |
| **TEEJ MAHOTSAV** | **COLLEGE** | **100** |
| **ZONAL YOUTH FESTIVAL** | **INTER-COLLEGE** | **80** |
| **INTER- ZONAL YOUTH FESTIVAL** | **INTER-ZONAL** | **30** |
| **BASANT UTSAV** | **COLLEGE** | **50** |
| **NATIONAL YOUTH DAY** | **COLLEGE** | **150** |
| **TALENT SEARCH COMPETITION** | **COLLEGE** | **100** |
| **LOHRI CELEBRATION** | **COLLEGE** | **150** |
| **HAVEN CEREMONY ON BEGINNING OF NEW YEAR** | **COLLEGE** | **150** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Activities_Organised/1689_Activities_Organised_1653328887.xlsx) |

 |
| **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** | **Number of awards for Sports** | **Number of awards for Cultural** | **Student ID number** | **Name of the student** |
| **2018** | **THIRD** | **National** | **1** | **Nill** | **10454** | **Sachin Kumar** |
| **2018** | **SECOND** | **National** | **1** | **Nill** | **Nill** | **Parvesh** |
| **2018** | **FIRST** | **National** | **1** | **Nill** | **65023** | **Ashish** |
| **2018** | **FIRST** | **National** | **1** | **Nill** | **Nill** | **Himanshu** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/awards_in_activities/1689_awards_in_activities_1652778792.xlsx) |

 |
| 5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words) |
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| --- |
| **Although there is no student council in the college at present, but the Institution has the practice of engaging its students in all the academic, administrative, curricular and extra curricular activities. NCC cadets and NSS volunteers are active participants in all the activities of the college in terms of managing small tasks that are assigned to them, in maintaining discipline during the college events and helping the teachers in decoration, water distribution, guiding the guests etc. NCC has the practice of nominating Students as Senior under officer ,Under Officer, Company Quarter Manage Sargent, and Sargent. NSS wing also appoints students as in charges who coordinate the activities with the students on behalf of the NSS Coordinators. The sports Department also engages students in organising Annual Athletic Meet and other Sports events in the college. All the teacher in charges of various cells and committees related to students have invariably a group of dedicated students who take responsibilities in organising events and doing computer works . In these ways they are trained in numerous skills like leadership qualities, event management, anchoring skills and IT skills Apart from this, we have a big group of student volunteers who give full support and cooperation in all the academic and extra curricular activities of the college and work under the guidance of the respective teachers. We have Earn While You Learn Scheme in our college that is funded by the Department, under which every year we select around 40 to 70 needy and meritorious students who get remuneration as per the guidelines mention under the scheme. These students are assigned to teachers in the laboratories, in the computer labs, in the smart classrooms, placement cell, language labs, accounts section and in the admin office and they actively assist them in the tasks assigned to them on the daily basis .In this way, these students get training of doing simple office tasks or work related to university seat/ establishment branch / account section and various other cells and get good experience and exposure in these areas. Apart from this , this year we had students election in the college that was held after a gap of 22 years. A body of students representatives were elected for a period of 1 year. There were 9 office bearers elected and 40 class representatives made during these elections. These students representatives acted as bridge between the Administrative authorities on one hand and between the larger strength of the students on the other hand and were able to communicate their issues/demands effectively to the teachers and the administrative authorities.** |

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| **5.4 – Alumni Engagement** |
| 5.4.1 – Whether the institution has registered Alumni Association? |
| **No** |
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|  |
| --- |
|  |

 |
| 5.4.2 – No. of enrolled Alumni: |
|

|  |
| --- |
| **1000** |

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

|  |
| --- |
| **0** |

 |
| 5.4.4 – Meetings/activities organized by Alumni Association : |
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|  |
| --- |
| **No Alumni meeting organised in this year.** |

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| **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) |
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| **Decentralization and Participative management are the main foundation stones in the efficient and effective functioning of the Institution. Practice1 • The Institution is headed by the principal who oversees the efficient working of the administrative and academic works in consonance with the directions laid down by the Higher Education Department 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 matters wherein principal always calls the college council meetings to discuss and arrive at the most appropriate decision in the interest of the Institution. All important matters related to administrative functioning, issues related to financial matters or related to any grave concern regarding students/ staff is also taken in the council meetings by the principal. • 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 and non-teaching are involved in carrying out the assigned work along with cooperation 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 making time-table, distribution of classes, workload assessment, planning departmental activity calendar, allotting tutorial groups etc in consultation with fellow colleagues. Practice 2 • Students are the most important of all stake holders in the Education Institution and they play a valuable role and render immense contribution in taking the college to its highest potential. In our Institution also students are actively engaged in managing and organizing all the curricular and extra-curricular activities. Students enrolled in NCC, NSS, YRC, youth club, Earn while you learn etc are a strong presence in all kinds of events/programs organised in the college. They render selfless and prompt service with full dedication and sincerity towards the teachers and the institution. • 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 who 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** |
| **Research and Development** | **IQAC makes consistent efforts to 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.** |
| **Curriculum Development** | **The institution has to follow the curriculum designed by the affiliated University and as such has no direct say in making any significant changes or improvement. However ,every year some teachers are made member of various UG and PG board of studies , academic council/Executive council, member of content development committee as directed by the Department Being members of the BOS and academic council, the teacher plays a significant role in giving constructive suggestions in curriculum updation. Frequently upgradation of the curriculum is indirectly made by organizing workshops ,seminars and extension lectures for the students so that they can be given exposure on latest trends in their area of study.** |
| **Examination and Evaluation** | **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.** |
| **Teaching and Learning** | **The institution is committed in providing the excellent and conducive environment in teaching and learning. Throughout the year all the department organize 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.** |
| **Library, ICT and Physical Infrastructure / Instrumentation** | **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.** |
| **Industry Interaction / Collaboration** | **Placement Cell is engaged actively in organising talks by Industry experts, Counselling sessions on Interview and 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.** |
| **Admission of Students** | **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.** |
| **Human Resource Management** | **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.** |

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

|  |  |
| --- | --- |
| **E-governace area** | **Details** |
| **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** | **The college follows central online Admission process of DHE, Haryana. 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 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.** |
| **Administration** | **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. The Department and University office bearers make What s app groups also for the specified purpose to deliver notices, suggestions and take queries in the shortest time possible.** |
| **Finance and Accounts** | **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 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 Re-appear 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.** |

 |
| **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** |
| **2018** | **NIL** | **NIL** | **NIL** | **Nill** |

|  |
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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Faculty_Emp/1689_Faculty_Emp_1648842030.xlsx) |

 |
| 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** | **Dr. B. R. Ambedkar and Mahatma Jyoteba Phule Jayanti and Pratibha Samman Samaroh Deptt of Sociology / SC/ST Cell/NCC** | **Nill** | **11/04/2019** | **11/04/2019** | **130** | **Nill** |

|  |
| --- |
| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Development_training_programmes/1689_Development_training_programmes_1652079770.xlsx) |

 |
| 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** |
| **Faculty Development Program** | **2** | **12/11/2018** | **25/11/2018** | **14** |
| **Seminar** | **1** | **24/07/2018** | **24/07/2018** | **1** |
| **Training** | **1** | **06/12/2019** | **07/12/2019** | **2** |
| **Distinguished Speaker Series Webiner** | **1** | **08/06/2020** | **08/06/2020** | **1** |
| **E-Learning Course** | **1** | **06/06/2020** | **10/12/2020** | **5** |
| **Faculty Development Program** | **1** | **11/10/2018** | **17/10/2018** | **10** |
| **Orientation/Induction Program** | **1** | **12/11/2018** | **16/11/2018** | **5** |
| **Refresher Course** | **1** | **12/11/2018** | **07/12/2018** | **26** |
| **Refresher Course** | **1** | **08/10/2018** | **02/11/2018** | **26** |
| **Orientation/Induction Program** | **1** | **07/06/2018** | **04/07/2018** | **28** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Training_Programmes/1689_Training_Programmes_1642582242.xlsx) |

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

|  |  |
| --- | --- |
| **Teaching** | **Non-teaching** |
| **Permanent** | **Full Time** | **Permanent** | **Full Time** |
| **75** | **132** | **11** | **62** |

 |
| 6.3.5 – Welfare schemes for |
|

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

 |
| **6.4 – Financial Management and Resource Mobilization** |
| 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each) |
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| **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.** |

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| 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) |
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| --- | --- | --- |
| **Name of the non government funding agencies /individuals** | **Funds/ Grnats received in Rs.** | **Purpose** |
| **Retired Professor Sudesh Kumari (April-2019)** | **Nill** | **Girls Hostel** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Funds_or_Grants/1689_Funds_or_Grants_1643012613.xlsx) |

 |
| 6.4.3 – Total corpus fund generated |
|

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| --- |
| **0** |

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| **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** | **MDU University, Gurugram University** | **Yes** | **IQAC and Principal** |
| **Administrative** | **Yes** | **DGHE** | **Yes** | **Principal, College committees, college council** |

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| 6.5.2 – Activities and support from the Parent – Teacher Association (at least three) |
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| **NIL** |

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| 6.5.3 – Development programmes for support staff (at least three) |
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| **NIL** |

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| 6.5.4 – Post Accreditation initiative(s) (mention at least three) |
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| **1. Addition of 7 Smart classrooms 2. Timely submission of pending AQARs for 2015-16,2016-172017-18. 3. Student Union Elections held successfully. 4. Lesson plans made and displayed. 5.Use of E-content and ICT tools by all Faculty members. 6. Registration in NIRF and participation. 7. AISHE data filled. 8. Completion of repair of R.K. Hall from RUSA grant. 9. Organised Annual Convocation and Prize Distribution Ceremony. 10. Feedback from the students, Teachers and Alumni taken and improvements made in the needed areas. 11. Proposals for starting new subjects send to the DGHE. 12. Record keeping initiated in Departments and in the admin section.** |

 |
| 6.5.5 – Internal Quality Assurance System Details |
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|  |  |
| --- | --- |
| a) Submission of Data for AISHE portal | **Yes** |
| b)Participation in NIRF | **Yes** |
| c)ISO certification | **Nill** |
| d)NBA or any other quality audit | **Nill** |

 |
| 6.5.6 – Number of Quality Initiatives undertaken during the year |
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| --- | --- | --- | --- | --- | --- |
| **Year** | **Name of quality initiative by IQAC** | **Date of conducting IQAC** | **Duration From** | **Duration To** | **Number of participants** |
| **2019** | **Organisation of District Level National Voters Day** | **25/01/2019** | **25/01/2019** | **25/01/2019** | **300** |
| **2018** | **Celebration of Vigilance Day by NCC** | **03/11/2018** | **03/11/2018** | **03/11/2018** | **80** |
| **2019** | **Convocation and Prize Distribution Ceremony organised** | **04/03/2019** | **04/03/2019** | **04/03/2019** | **500** |
| **2018** | **Blood Donation Camp organised** | **01/10/2018** | **01/10/2018** | **01/10/2018** | **150** |
| **2018** | **Training of teachers in digital learning and preparation of E-content. Teachers from various departments attended Digital Learning workshop at SUPVA as per directions from the Department.** | **23/07/2018** | **05/08/2018** | **10/08/2018** | **100** |
| **2018** | **Use of E-content by the teachers. Around 8 tb of e-content covering all subject was distributed to all the teachers and told to use it extensively while delivering the lectures through digital mode.** | **01/10/2018** | **01/11/2018** | **10/04/2019** | **80** |
| **2018** | **Completion of pending AQARs by 1.12.2018. NAAC committee was directed to complete all pending AQAR of 2015-16, 2016-17 and 2017-18 and it was submitted successfully on 31.12.2018.** | **01/09/2018** | **01/09/2018** | **31/12/2018** | **20** |
| **2019** | **To ensure more and more use of smart-classrooms as digital pedagogy for blended mode of teaching. The institution now has around 11 smart classrooms and it is ensured that maximum teachers make their teaching interesting by using visual aids.** | **01/10/2018** | **01/10/2018** | **10/04/2019** | **1000** |
| **2019** | **Utilization of all pending grants** | **01/09/2018** | **01/09/2018** | **28/02/2019** | **10** |
| **2018** | **Gender Equity Initiatives undertaken** | **21/08/2018** | **24/08/2018** | **08/03/2019** | **800** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives_B/1689_Quality_Initiatives_B_1652077691.xlsx) |

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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) |
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| --- | --- | --- | --- |
| **Title of the programme** | **Period from** | **Period To** | **Number of Participants** |
|  |  |  | **Female** | **Male** |
| **Extension lecture by Department of Sociology on Women's Health** | **22/09/2018** | **22/09/2018** | **30** | **20** |
| **Pratibha Sammaan for topper students** | **11/04/2019** | **11/04/2019** | **30** | **15** |
| **Celebration of International Women's Day** | **08/03/2019** | **08/03/2019** | **70** | **50** |
| **Ek aur Sudhar (Durga Shakti App)** | **24/08/2018** | **26/08/2018** | **200** | **0** |
| **Girls Self Defence Training** | **26/08/2018** | **14/09/2018** | **100** | **0** |
| **Women Empowerment Rally by Women cell** | **24/08/2018** | **24/08/2018** | **200** | **0** |
| **Signature Wall Campaign under Ek Aur Sudhar** | **25/08/2018** | **25/08/2018** | **250** | **0** |
| **Distribution Of Pepper Spray to Girls under Ek aur Sudhar** | **25/08/2018** | **25/08/2018** | **50** | **0** |
| **Tying of Sankalp Sutra by teachers and students** | **25/08/2018** | **25/08/2018** | **100** | **50** |
| **Art and Craft Workshop by Women Cell** | **16/10/2018** | **22/10/2020** | **50** | **5** |
| **Participation by teachers and students in Aao Rajneeti Karein under Hindustan Samwaad** | **13/02/2019** | **13/02/2019** | **10** | **0** |
| **Bindas Bol program organised to get opinion on women's contribution in society** | **24/08/2018** | **24/08/2018** | **30** | **20** |

 |
| 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: |
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| **Percentage of power requirement of the University met by the renewable energy sources** |
| **20 LED Bulbs, CFL Power saver equipment** |

 |
| 7.1.3 – Differently abled (Divyangjan) friendliness |
|

|  |  |  |
| --- | --- | --- |
| **Item facilities** | **Yes/No** | **Number of beneficiaries** |
| **Ramp/Rails** | **Yes** | **2** |
| **Rest Rooms** | **Yes** | **2** |

 |
| 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** | **Duration** | **Name of initiative** | **Issues addressed** | **Number of participating students and staff** |
| **2019** | **1** | **1** | **05/02/2019** | **01** | **ROAD SAFETY RALLY** | **AWARENESS PROGRAM** | **100** |
| **2019** | **1** | **1** | **07/02/2019** | **07** | **ROJGAR MELA** | **PLACEMENTS** | **50** |
| **2019** | **1** | **1** | **15/02/2019** | **02** | **VASANT UTSAV** | **FCULTURAL PROGR** | **550** |
| **2019** | **1** | **1** | **08/03/2019** | **01** | **INTERNATIONAL WOMENS DAY** | **WOMEN EMPOWERMENT** | **300** |
| **2018** | **1** | **1** | **25/08/2018** | **21** | **SELF DEFENCE TRAINING** | **WOMEN EMPOWERMENT** | **100** |
| **2018** | **1** | **1** | **25/05/2018** | **15** | **SWACHH BHARAT INTERNSHIP POGRAMME** | **ENVIRONMENT AWARENESS** | **150** |
| **2018** | **1** | **1** | **09/08/2018** | **01** | **TREE PLANTATION** | **ENVIRONMENT AWARENESS** | **150** |
| **2018** | **1** | **1** | **15/08/2018** | **01** | **INDEPENDENCE DAY** | **INDEPENDENCE DAY** | **250** |
| **2018** | **1** | **1** | **22/10/2018** | **04** | **YOUTH REDCROSS CAMP** | **HEALTH AWARENESS** | **10** |
| **2019** | **1** | **1** | **02/02/2019** | **02** | **INTER DISTRICT SCIENCE EXHIBITION** | **TO CREATE SCIENTIFIC TEMPERAMENT** | **150** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/Inclusion/1689_Inclusion_1642216131.xlsx) |

 |
| 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders |
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| --- | --- | --- |
| **Title** | **Date of publication** | **Follow up(max 100 words)** |
| **NIL** | **Nill** | **NIL** |

 |
| 7.1.6 – Activities conducted for promotion of universal Values and Ethics |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Duration From** | **Duration To** | **Number of participants** |
| **REPUBLIC DAY CELEBRATION** | **26/01/2019** | **26/01/2019** | **500** |
| **INDEPENDENCE DAY** | **15/08/2018** | **15/08/2018** | **500** |
| **STUDENT UNION ELECTION** | **17/10/2018** | **17/10/2018** | **100** |
| **GANDHI JAYANTI** | **02/10/2018** | **02/10/2018** | **600** |
| **NSS DAY CELEBRATION** | **24/09/2018** | **24/09/2018** | **200** |
| **ROAD SAFETY WEEK** | **10/02/2019** | **15/02/2019** | **200** |
| **WORLD PHILOSPHICAL DAY** | **21/11/2018** | **21/11/2018** | **200** |
| **CONSTITUTIONAL DAY** | **26/11/2018** | **26/11/2018** | **350** |
| **WORLD AIDS DAY** | **01/12/2018** | **01/12/2018** | **250** |
| **NATIONAL MATHEMATICS DAY** | **22/12/2018** | **22/12/2018** | **250** |

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| [**View File**](https://assessmentonline.naac.gov.in/public/Postacc/promotion_activities/1689_promotion_activities_1652867230.xlsx) |

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| 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five) |
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| **1. Students were motivated to adopt a plant for three tears so as to learn the value of sustainability, of increasing green cover and to develop observation of cycle of nature.** |
| **2. Maintenance of rain harvesting system in the campus. The pits for rain water harvesting were cleaned and made functional before the onset of the monsoon season so that rain water could be harnessed and collected as under ground water source. This also helped o great deal in avoiding water logging in many low lying areas of the college.** |
| **3. In order to connect students with the marvels of the nature and to inculcate the habit of conserving nature , they were asked to bring plants instead in their EVS practical exams and to take care of these small plants in that session. This practice has contributed in giving a good collection of many ornamental and flowering plants in the college** |
| **4. Tree Plantation is organised by NCC and NSS in the beginning of the session every year. Students plant saplings in the monsoons and take care of the small plants so that they take root and grow well.** |
| **5. Addition of sanitary vending machine in the Girls Hostel to reduce the waste and ensure the hygiene and cleanliness in the hostel premises.** |

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| **7.2 – Best Practices** |
| 7.2.1 – Describe at least two institutional best practices |
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| **1. Title of Practice: Green Initiatives and Environmental consciousness 2. Objective of the practice: The objective of this practice was to enhance the healthier and greener ambience of the Institution for the students with their positive involvement and consistent efforts. 3. The context: An educational Institution serves at its best capacity when it is nurtured by a natural environment full of beautiful landscapes, lush green lawns and a good cover of trees to provide ideal shade and sitting area along with other basic facilities essential to impart holistic education to the students. It has been seen and observed by the researchers as well that any institution that has the advantage of providing expansive green cover interspersed with lawns, green pathways, flower beds, shady trees, hedges and beautiful flowering climbers stimulates and activates good potential in the students and the staff who in turn generate positivity and receptivity in imbibing the best values and qualities thus contributing immensely in the growth of their own self as well as of the institution. Everybody wants green and healthy environment as it is one of the most stimulating factor in enhancing psychological , mental, physical and emotional health of anybody. Our Institution has always emphasised greatly on nurturing a beautiful green landscape dotted with a wide variety of old trees that are silent witness to the origin and gradual evolution of this institution over the span of seven decades. The campus portrays a reflection of a antiquated retreat of olden times and at the same time boasts of providing one of the best educational facilities with all modern pedagogical technology for all round development of the students hailing from the rural areas at very affordable costs and providing easy accessibility due to its advantageous location. The beauty of the campus due to its green cover is a result of consistent, planned and well intended vision of its leaders who always nurtured the dream of providing the most conducive environment for overall growth of all the stakeholders. So every year, numerous efforts are made to enhance and beautify the aesthetics of these green covers. 4. The practice: The contribution of students and the staff in consonance with the visionary leadership of the principal has been the major contributing factor in the maintenance of these beautiful landscapes. College has a strong network of NCC cadets, NSS Volunteers and a huge army of participants in various student centric clubs and cells. These students participate actively in tree plantation drives every year and give selfless service in nurturing these plants. They take care of these plants by keeping an eye on their regular watering, by fencing them from any outside damage and also ensuring proper nutrition from time to time. Apart from this, various environmental awareness rallies are organized by N.S.S. and N.C.C. wings to spread the message of need of environmental conservation and importance of growing more trees for our own sustainability. Also, it is a regular practice in our college that whenever any dignitary is invited on special events then a tree is planted as a symbolic gesture commemorate his/her coming into the institution. Gifting of plants to the guests on all the occasions/ events organised in the college is also followed. These practices also sends an important message to the students about the significance of enhancing natural environment . The students were also asked to adopt the plants in the campus for three consecutive years so as to ensure their survival and growth. Maintenance of botanical garden along with the naming of prominent angiosperms of campus, celebration of important environmental days by the students were some of the important steps to enhance the good and healthier ambience in the campus. Apart from this, sprinklers are used in the lawns to judiciously use ground water and maintain the greenness of these lawns throughout the year. Regular pruning of the trees and plants are undertaken by the gardeners to maintain proper growth. Eco club and beautification of campus committee has also been formed to look after the requirement of new plants and to provide all the necessary implements used by the gardeners in order to maintain the beauty of these lawns and landscapes. 5. Evidence of Success: Adoption of this practice brought a significant behavioural change in the student’s attitude towards the environment and also made them sensitive to nature and learn the hidden secrets embedded in the natural phenomena . The green space in the campus has enhanced significantly and various faculty members residing near the campus come along with their family members for morning walk and yoga. Students feel more connected with plants and nature by observing the scientific names of major flowering plants. Due to richer flora in the campus , students were also able to see various kinds of existing fauna like barn owl, kites, parrots, tree pie and sparrows etc. Cemented benches have been installed in these lawns on the periphery in order to create nice, shaded and cool sitting space for the students to have gathering in their leisure time. 6. Problem encountered and resource required: The main problem in this regard was to sensitise all the stakeholders towards making the environment sustainable, lively, natural and beautiful aesthetically so as to connect them with the objective of greener initiatives to better their performance and experience in their campus journey . Since it was acknowledged by the staff and the higher authorities that such an initiative could only bear remarkable results when it is contributed by various stakeholders, so the challenge was to make this practice common and mandatory in various activities to give out the desired results. Various rallies, tree plantation drives and providing perching grounds for birds and animals were brought into action in this context and students were made aware by different environmental activities. SECOND PRACTICE 1. Title of Practice: Waste management 2. Objective of the practice: The objective of this practice was to manage various kind of waste generated in the campus. 3. The context: In the campus, there is an ample amount of biological waste as well as other kinds of waste generated on daily basis and that require large space for its management owing to a big strength of students studying as well as a fairly large campus with expansive green cover. 4. The practice: During the adoption of this practice the involvement of students was must and in this regard various one day camps were organized by N.S.S. and N.C.C. units of the college to clean the barren land at the backside of the APJ block to utilize that land for carrying out waste management activities . Segregation of different kinds of wastes was done through the introduction of blue-green of dustbins. To initiate creative use of waste products and spread awareness regarding reuse and recycling various competitions like “Best out of waste”, “Slogan Writing” was organised to highlight the importance of solid waste management . Innovative ideas were displayed through various exhibits by the students in the activities organised at the departmental level. Chemical and biological waste of different labs of the camps was managed wisely according to the standard norms. 5. Evidence of Success: The evident result of this practice was the availability of clean space of land where in the biological waste generated from the huge number of trees and plants could be dumped in specially made trenches. For this, many jumbo sized dustbins had to procured from the municipal corporation and were stationed at various places to facilitate easy collection of green waste . Special wooden carts were also purchased for the sweepers to carry these wastes easily throughout the day as per their convenience. The entire team of sweepers had to be sensitised to make proper collection of green waste and dump it in the specially designated spaces and not to burn it as it was the practice followed my them earlier. The dug out soil used in landscaping and the decomposed soil used as manure in various gardens was the best part of this practice 6. Problem encountered and resource required: The main problem in this regard was to clear the backyard of the APJ block and the student efforts were not enough so the institution had to call excavation machinery for this purpose . As a future prospective of this practice, we would like to introduce vermicomposting technique and other innovative techniques such as use of biological species to decompose the waste at faster rate.** |

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| **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=**](http://dgcgurugram.ac.in/Data?Menu=ROFj+/eyOLA=&SubMenu=EZMZRwPEnRw=) |

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| **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 |
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| **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 students 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 government grants, RUSA funds , special grants procured from the Higher Education Department. This has resulted in establishment of 18 smart classrooms and refurbishing of departments with furniture, renovation of R.K Hall with state of the art facilities, a conference hall with interactive LED panel for video conferencing, renovation of many labs and refurnishing with IT equipment, air-conditioned library and labs, thus creating an ideal teaching-learning ambience 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 UG and PG levels along with numerous extra-curricular activities about sports, NCC, NSS, YRC, women cell, legal literacy cell etc. thereby contributing a wholesome package for the students. The campus has been uniquely designed to inhabit 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 vanity of subjects ranging from physical education to guidance and counselling to commerce/BBA to Computer science and other sciences to history, political science, philosophy and other arts subjects for both boys and girls. Students are provided employability skills through job training workshops organised every year and many students get placed through district job fair at good positions.** |

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| **Provide the weblink of the institution** |
| [**http://dgcgurugram.ac.in/Home**](http://dgcgurugram.ac.in/Home) |

 |
| **8.Future Plans of Actions for Next Academic Year** |
| **The Institution plans to upgrade its infrastructural facilities related to addition of more smart classrooms so as to make more and more use of ICT techniques in the teaching- learning methods and make learning more interesting and interactive for the students. Internet connectivity in all departments would be provided so as to expedite the departmental works as well as all the official work required on the part of the teachers. Library would be upgraded with addition of more furniture and book racks and good quality text books and E-journals so that the research is also initiated by the teachers and the students pursuing post-graduation in the college. Teachers would be encouraged to take up more publishing of articles in UGC approved journals and to apply for minor projects so as to keep up the trend of research in the Intuition. It is planned that discipline would be stepped up to ensure safety and security of students and specially girls and for this campus would be monitored through CCTV surveillance. Placement cell of the college would be encourage to organise more and more industrial visits, extension Lectures on career guidance and counselling, workshops for personality development and training of students on communication and soft skills to prepare them for the future jobs and to give them adequate exposure of the market needs. The Institution plans to introduce few more courses at the under graduation and post- graduation levels to provide varieties of choices to its students. Apart from this, it is also planned to start some value added courses of short durations from the next session onwards. Alumni meeting would be organised on the regular basis so as to have better interaction and feedback from the alumni and to incorporate their inputs in the developmental planning of the college. Distinguished alumni would be called frequently to interact with the students and to provide them with better insights about the future prospects by sharing their experiences in the campus, their success stories and how did they turn the advantage of the opportunities given in the Institution for their career building and enhancement of their future prospects. Administration department would be given a new boost by shifting to a larger space so as to provide more accessible windows for the students. Efforts would be undertaken to take up greener initiatives and use of energy sustainable techniques in the Institution. Proposals would be made and taken up with the PWD for upgradation of electrical wirings in the old buildings and renovation of internal road of the campus.** |

 |