Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE FOR GIRLS**
Name of the head of the Institution	**DR VIJAY ADLAKHA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01242320783**
Mobile no.	**9868892926**
Registered Email	**gcgggn@gmail.com**
Alternate Email	**sandeepmann@ieee.org**
Address	**Govt. College for Girls, Sector-14, Opposite Kalyani Hospital, Mehraulli-Gurgaon Road**
City/Town	**Gurugram**
State/UT	**Haryana**
Pincode	**122001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr SANDEEP MAAN**
Phone no/Alternate Phone no.	**01242320783**
Mobile no.	**9868447249**
Registered Email	**gcgggn@gmail.com**
Alternate Email	**sandeepmaan@ieee.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gcggn.ac.in/iqac/AQAR_2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mdurohtak.ac.in/pdf18/notices/Schedule(T&V)%202018-19).pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.66**	**2009**	**15-Jun-2009**	**14-Jun-2014**

6. Date of Establishment of IQAC	**23-Apr-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on cyber	**17-Sep-2018**	**100**

security	1	
Workshop for faculty members of college on Digital Learning and Soft Skills Development	21-Sep-2018 1	75
21 Days Yoga Workshop	01-Oct-2018 21	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Submission of all pending AQAR. 2. Creation of 06 Smart Classroom. 3. Workshop on NAAC of Different Colleges 4. Uplifting of Main Gates to tackle the long lasting problem of water logging. 5. Erection of Shed over the main parking.

View File

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

Plan of Action	Achivements/Outcomes

Submissions of Pending AQARs	AQARs for the Academic session 201314 to 201718 were submitted with NAAC
Get the college registered with NAAC and name updated	College was registered online over NAAC website and name was updated over it
Gender sensitization and legal awareness among students.	Various college and zonal level functions were organised to increase awareness among students
More involvement in curriculum Planning to improve the quality of teaching, research and examination.	Every department create academic calendar and every teacher create lesson plan, post them over website.
Effective use of ICT	more smart class rooms and campus covered through Jio WiFi.
[View File]()	

14. Whether AQAR was placed before statutory body ?	No
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	2020
Date of Submission	28-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)	Department of Higher Education has come up with a visionary plan called DHEIT plan and under this one module of MIS (http://mis.highereduhry.com) is being maintained. Various important data maintained includes 1. All College Staff: Details of the regular college staff are maintained here with facility of registration of new and updating of old staff members. 2. Extension Lecturer List: This module maintains the details of extension lecturer posted in different subjects. 3. Workload Analysis: Workload of different subject, post sanctioned and present status is maintained and analysed online by the department. 4. There are other MIS software also that are being used for other works like HRMS, eSalary, ERP, CMS etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The academic session starts with the meeting of IQAC, College Council, Staff and different departments to deliberate upon, plan and chalk out the academic activities for the academic session. Departments are directed to create timetable with in the stipulated time and display the same throughout the college and over the website. To inform the students the academic calendar is displayed over the notice board with probable dates of examination. Teachers are directed to create their lesson plans and display them for the information of students. The syllabii for different courses is shared with the student through the mentor session. Teachers are directed to maintain students register. Different assessment activities seminars and class tests are held, and their record is maintained and shared with students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	1665	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Basic Beautician Skill	19/11/2018	30
21 Days Yoga Workshop	01/10/2018	25
Youth Red Cross Camp	22/10/2019	150
GST/IT Return Filing	24/01/2019	60
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCA	Project Work	54
BA	Geography	40
BA	Eco(Hons)	40
BSc	Botany(H)	40
	View File	

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback is received from the students in various modes including face to face interaction, informal means like discussion and through the box installed in the Principal office for the same. The feedback collected is summarized and presented before the concerned committees in the college for further implementation, concerned staff members are informed of the individual feedback, if any. If some suggestions are made that are out of the purview of the college administration then the same are forwarded to the department of higher education for further action. Every feedback received is critically and thoroughly analysed and efforts are made to implement good and positive feedback.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Gen	560	1448	560
BCom	Gen	480	1810	480
BSc	Non Med	1234	240	240
BSc	Medical	1034	320	320
BCom	Hons	60	1019	60
BA	English(Hons)	60	681	60
BSc	Zoology(Hons)	60	644	58
MCom	General	40	612	40
BSc	Maths(Hons)	60	561	60
BSc	Botany(Hons)	60	539	56
	View File			

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	6977	493	142	Nill	60

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
202	92	21	21	14	21

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

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

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

Yes, IQAC recommended engaging mentoring and counselling sessions of students. It was recommended that such counselling sessions should not be a one-time exercise rather a part of continuous process through out the year. It is used to mentor the students like parents. It involves identifying, understanding and counselling any issues that may be causing stress, anxiety and sadness which in turn impacts the academic performance and productivity of students. The Mentoring and Counselling committee was set up in the college on the basis of recommendations of IQAC. The salient feature are 1. Students are divided into group of 30-50 students and mentors are assigned to each group Mentors are assigned to the students form the First year 2.The same mentor is continued till final year and for further tracking also. 3. Mentors act like guardians in the College to look after the different needs of the students. 4. The process starts with some informal talk in the first session, gathering important information. 5. Students are introduced about the college in details, time table is delivered and explained. 6. Details about the university, curriculum and probable schedule are shared. 7. Mentees are appraised of the university evaluation system and the internal assessment. Regular mentor session are held and they act as an important bridge between college administration and the students to convey important information and events to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
7470	202	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
174	115	59	15	35

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

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

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	2	25/05/2019	22/06/2019
BA	BA	4	27/05/2019	01/07/2019
BA	BA	6	09/05/2019	03/06/2019
BA	Hons	2	25/05/2019	29/06/2019
BA	Hons	4	21/05/2019	29/06/2019
BA	Hons	6	09/05/2019	30/06/2019
BCom	Gen	2	20/05/2019	29/06/2019
BCom	Gen	4	21/05/2019	29/06/2019
BCom	Gen	6	08/05/2019	31/05/2019
BCA	Gen	6	08/05/2019	29/05/2019
View File				

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

College monitors the progress of each students through the class teachers, tutors and mentors. Every examination have 20 marks for internal assessment which are further bifurcated as Attendance, Class Test, Assessment Presentation as per the University Rules for the same. Whole internal evaluation of each and every student at the college level is a continuous, democratic and very transparent with each student being made aware of its performance at continuous intervals. Further to summarize: 1. The College ensures compliances to all the University Evaluation norms and guidelines. 2. The students are evaluated based on continuous internal assessment and the external examination conducted by the university at the end of the semester. 3. The institute adopts various methods for assessing students like regular class tests, quiz, competitions, presentations, assignments, projects etc. 4. Reforms from made time to time to maintain confidentiality and quality in examination/evaluation. 5. The University has implemented the semester system and all PG courses are on CBCS pattern. 5. The whole data of Internal Assessment is sent to the University in digital form.

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

The primary academic calendar is designed and published by the university through its website. There after a meeting of various teaching departments is called and every teacher is called upon to submit its own academic/lesson plan which is shared with the students. Simultaneously meetings of every committee are convened, at the start of the session, to chalk out the annual plan for co-curricular activities. All these are finalized keeping in view the minimum teaching days specified by the UGC/University/State Government. After preparation of calendar it is monitored continuously by the administration that it is being adhered to.

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)

http://mdu.ac.in/admin/EventPage.aspx?id=3

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
MCA	MCA	General	50	50	100
ZOO	BSc	Zoology(H)	57	54	94.74
MCOM	MCom	General	38	36	94.74
MSC	MSc	Computer Science	32	30	93.75
BOT	BSc	Botany(Hons)	45	42	93.33
BCOH	BCom	Hons	64	58	90.63
HomeSc	BSc	Home Science	23	18	78.26
ECO	BA	Economics(Hons)	39	30	76.92
BioTech	BSc	Bio-Technology	56	41	73.21
BSc	BSc	General	540	393	72.78

View File

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)

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Maths	1

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	Zoology	1	1.67
National	Zoology	3	3
International	Chemistry	1	0
International	Maths	5	0
International	Commerce	1	0
National	Sanskrit	2	0
International	English	1	0
National	Music	1	0
National	Chemistry	1	0
International	Economics	1	0
[View File](#)			

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
Computer Science	1
Chemistry	1
Botany	7
Bio-Technology	1
Commerce	1
Maths	2
Sanskrit	1

Home Science	1

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	33	95	8	17
Presented papers	5	2	3	4
Resource persons	Nill	6	Nill	Nill

View File

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
Youth Red Cross 7 days Camp	Youth Red Cross Society, Sec-14, Gurugram	5	50
National Road Safety Week	Road Safety Society	5	50
Brigade Officer Camp	Youth Red Cross Society, Sec-14, Gurugram	1	3
Yoga and Meditation session	Heartfullness Institute, Gurugram	3	150
Awareness on importance of body cleanliness	Community(Chandan Nagar Basti)	3	25
Awareness on	Community(Chandan	3	150

daily hygiene, importance of education and other social issues	Nagar Basti)			
Educating the small children regarding body hygiene, cleanliness, importance of education and employment	Community(Chandan Nagar Basti)		3	150
Field report on physical and socio economic aspects of the village	Community(Village Nkrola)		3	20
[View File](#)				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
Gender Equity	NSS	lecture was delivered by Dr Vageshwari Deswal, Associate Professor, Faculty of Law, University of Delhi on Legal issues related to Women.	3	150
Cyber Security	Digital Society	Workshop on cyber security on 17th September, 2018 was conducted under the aegis of Women Cell and Computer Science Department. Ms. Janice Verghese from Cyber Peace Foundation	5	150

		trained the students		
Green India	Economics Deptt	Essay Writing Competition on themes "Green India" and "Cashless India" was organised by Economics Department of college	3	50
Awareness about Health	HCL Hospital	Women Cell of the College organised an extension lecture on Breast Cancer on 4th Feb, 2019. Dr. Pooja Mittal Gynaecologist HCL Hospital, Gurugram was the key note speaker of the lecture	5	150
Gender Issue	Women Cell	Breast and Cervical Cancer awareness talk was organised in the college on 15th Feb,2019 by Women Cell. Dr. Sunita Nandwani and her Team gave lectures on the topic.	5	150
Women Day	Women Cell	Women' day was celebrated on 8th march 2018 with maximum participation and great enthusiasm. Various activities like slogan slogan writing and poster making competition were organised on the occasion of	5	200

		International Women's Day by women cell.			
Gender Issue	NSS	Dr Bhawna Mattoo, Dept of Physiology, All India Institute of Medical Sciences (AIIMS), New Delhi on the topic Womens reproductive health.	3	150	
Swachh Bharat	NSS	Road Safety Officers Sh. Ashish Chaudhary, Sh. Dharmbir and Sh. Kuldeep Singh explained about Road Safety rules and Swachhta Abhiyaan	3	150	
Aids Awareness	Red Ribbon Club	Documentary on HIV-AIDS was shown by Red Ribbon Club to nearly 150 students to create awareness about HIV-AIDS	5	150	
Breast Feeding Week	Home Science	Poster making Competition was organised by Home Science Department to celebrate "Breast Feeding Week"	5	15	
		View File			

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
No Data Entered/Not Applicable !!!			
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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	Duration From	Duration To	Participant

institution/ industry /research lab with contact details				
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
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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
200000	**200000**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
Classrooms with Wi-Fi OR LAN	**Existing**
[View File](#)	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul	**Fully**	**2.**	**2016**

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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	215	95	60	25	50	7	5	2	0
Added	25	25	60	25	50	0	5	0	0
Total	240	120	120	50	100	7	10	2	0

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
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
200000	200000	0	0

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)

The college ensures optimal allocation and utilization of the available financial resources for maintenance. Regular meetings of various committees constituted for this purpose are held. The highlights of the procedure and policies are 1. Laboratory: Every year department is asked for its requirement. The purchase is done by constituting purchase committee. Every item purchased is maintained in the Stock Register and stocks are annually verified.. 2. Library: Demand received from various departments is forwarded to the library committee which in turn processes the purchases as per fund available. Numerous different committees, namely Library Committee, e Learning committee, Digital Committee etc, are formed to look after different aspects of library requirement. 3. Sports Complex is looked after by the department of Physical Education with number of sports facility already there and more coming like stadium, gym etc 4. Computers are looked after and purchased through hardware, software committees formed for the purpose. Demand from different department is collected time to time. 5. Class rooms: Central Time table is designed by the time table committee after inviting suggestions from different departments keeping in view the maximum utilization of available resources.

http://gcggn.ac.in/ProcedurePolicies.pdf

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	Various Govt Schemes	1263	14065630
Financial Support from Other Sources			
a) National	0	Nill	0
b)International	0	Nill	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
40 days Certification Course on Basic Beautician Skill	18/09/2018	30	Somya Beauty Salon and Spa and Training Institute, Gurugram
Hairstyling workshop	16/02/2019	100	beautician Ms.Vijayluxmi
workshop on daily skin care routine	23/03/2019	150	Oriflame
Yoga and Meditation	18/03/2019	150	Heartfullness Institute, Gurugram
21 Days Yoga Workshop	01/10/2018	50	Mr. Shubham Tomar, a trained Yoga Guru
Language Lab	01/07/2018	250	English Deprtment
Bridge Course before Job Fair	01/01/2019	2500	Navjyoti Global Foundation
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Pre Job Fair Career Counseling	Nill	2500	Nill	Nill
2018	Orientation-cum-interaction session conduct by head of Department	Nill	30	Nill	Nill

	of Home Science to guide the students about course work and career possibilities				
2018	Lecture cum Demonstration was organised on 8.09.2018 and 15.09.2018 by Faculty members of Home Science Department to impart knowledge about higher education options and Job Prospects for Home Science students	Nill	30	Nill	Nill
2019	Dr.Rajinder Chiller professor and HOD of Computer Science & Application from MDU,Rohtak was invited by Computer Department for Guest Lecture on "Plan & Preparation for Campus Placement" in the month of January,2019	Nill	150	Nill	Nill
	[View File](#)				

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

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

Nill	Nill	Nill

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
Navjyoti Global Solutions Pvt Ltd	2200	83	Nill	Nill	Nill

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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	13	B.A.(Hons) Eco	Economics	GC Sec-09 Gurugram	M.A.
2019	46	B.Com	Commerce	MDU, GUG, GCG, IGNOU, GC Sec-09	M.Com
2019	10	BCA	Computer Science	GCG Sec-14 Gurugram	MCA
2019	9	B.A.(Hons) History	History	DGC, Gurugram	M.A. in History
2019	9	B.A.(Hons) PolSc	Political Science	DGC, Gurugram	M.A.in Pol Sc
2019	7	B.A.(Hons) Geog	Geography	GCG Sec-14 Gurugram	M.A. in Geography
2019	4	B.A.	Humanities	GCG Sec-14 Gurugram	M.A.
2019	4	B.Sc(NMed)	Non Medical	MDU, Rohtak	M.Sc in Chemistry
2019	6	B.Sc(BioTech)	Bio-Technology	PU Chandigarh, GJU Hissar	M.Sc in Bio Technology
2019	3	B.Sc(Hons) Botany	Botany	DPG COLLEGE, SEC. 34 GURUGRAM	M.Sc in Botany

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
Sanskrit Department of College celebrated "Sanskrit Week" from 23rd August, 2018 to 29th August, 2018. Numerous activities like Sanskrit letter writing, Sanskrit essay writing, Sanskrit singing, Sanskrit shlok-uccharan and Sanskrit Quiz Competition w	Institutional	50
Talent Hunt Competition	Institutional	200
Poster making Competition and Rally was organised on the occasion of NSS Day Celebration	Institutional	150
Three day Programme "Araamb" was organised by Home Science Department in Collaboration with Women Cell of College, where student participated in Slogan Writing Competition	Institutional	50
Elocution Competition was organised by Literary club	Institutional	15
Geeta Jayanti Utsav	Institutional	100
20 Students of College participated in First Aid and Home Nursing Camp from 12th Jan., 2019 to 24th January, 2019	Institutional	20
Zonal level Science Essay Writing Competition organised by Haryana State Council For Science and Technology in college on 18.01.2019 under the aegis of Botany Department	Zonal (5 Districts of Haryana)	50
Essay Writing Competition on themes "Green India" and "Cashless India"	Institutional	50
On January 25, 2019 Essay Writing and Poster Making Competition, Rally was organised by NSS Programme Officers to celebrate National Voters	Institutional	100

Day			

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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
2019	Bronze	International	1	Nill	0	Priyanka

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

From 2018-19 Students Union Elections have been reintroduced by the State Government. Union elections were held as per notification issued by the Dean Academic Welfare, MDU Rohtak and various representative including office bearers were chosen as per process notified. After election of the Student Union they were provided with a separate room and basic amenities as required. The union played a very important and constructive role during the rest of session in conveying the issues related to the students and feedback from students on various administrative and academic aspects. It worked as an important channel for communicating the view points and initiatives of the college authorities to the students. Proper representation was given to the students in various administrative committees including IQAC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a rich and very strong alumni association and all its members are consistently in touch with the college. At regular interval the alumni keeps holding meetings. Although the college is a Women College and very often may be difficult for the women to keep in constant touch with their alma-mater after their marriage yet the enthusiasm and support extended by the alumnus has been appreciable. The Alumni Committee has been consistently working for bringing the alumni closer to the College. This is done by way of regular updating of record of alumnus in order to have better communication with the alumni.

5.4.2 – No. of enrolled Alumni:

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300

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

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0

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5.4.4 – Meetings/activities organized by Alumni Association :

Apart from the Annual meeting various informal meeting with the alumnus is organized when ever the college administration feels so.

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)

Firstly, the college being government college is administered by the State Government through Department of Higher Education. Principal has some administrative autonomy. Some powers have been delegated to the Principal, by the directorate/government, including power to make purchase upto 1 lakh at own level, taking routing administrative decisions etc. Secondly, at college level various committees are formulated to look into various works with complete freedom and minimum interference of the Principal, except from supervisory, from purchase to all other activities.

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
Curriculum Development	Curriculum is developed at University level. Though, all the guidelines given by the University are followed properly. Proper lesson plans are prepared and uploaded also.
Teaching and Learning	• The faculty adopts Learner-centric education approach to make the curriculum interesting for the students so as to facilitate effective learning outcome. • It is done by ensuring Interactive instructional techniques, greater use of debates, group discussions, role playing activities, extempore, projects, PowerPoint presentations, surveys, experiments, practical classes, and lectures by experts from other colleges etc. • College has well equipped laboratories required for practical classes. • Tutorial classes • Educational tours
Examination and Evaluation	• The process for Examination and Evaluation, as set by the University, is adhered to by the college strictly. • The College adopts various methods for assessing students like regular class tests, quiz, competitions, presentations, assignments, projects etc. • Transparency in evaluation and rechecking processes are followed. • Students can procure photocopies of answer sheets on demand. • Internal assessment question papers consist of all type of questions like MCQs, Objective type and subjective open ended type questions. • External examiners from other colleges are invited to evaluate students on the basis of viva-voce. • Due credit is given to the students for their

		outstanding achievements in sports and co-curricular activities at the state, national and international levels during internal assessments.
Research and Development		To promote research, the college encourages its faculty members to participate and present papers in various States/National/International Seminars and Conferences. The faculty members are also allowed to attend Orientations programmes, Refresher courses, and workshops etc. to keep them up to date. The library is also well equipped with required number of titles and volumes of text books and computer hardware and software for conductive learning. Students are made to understand the importance and necessity of research work by way of class projects and assignments. A few faculty members are engaged in guiding research scholars.
Library, ICT and Physical Infrastructure / Instrumentation		• Smart Class Rooms Projectors are installed in few classrooms and labs and are effectively used by the faculty to deliver lectures. • Library is partially computerised. • Most of the books are bar-coded. • New and latest editions of books, journals and e-resources are available. • Internet facility is available in the college campus and hostel. • Computer lab, Physics lab, Chemistry Lab, Zoology Lab, Botany Lab and Botanical Garden are available. • College campus is well equipped with all required infrastructure facilities. • Canteen and dispensary facilities are available for staff members and students • Reading room in hostel and e-learning centre facilities provides a conductive learning environment for students.
Human Resource Management		Human resource is an integral part of any organization and this college takes utmost care to manage this resource efficiently. The service rules are made transparent and staff members are given due benefit for the same. Various facilities and incentives such as duty leaves and travel support are also provided. Also, information about knowledge enhancing programmes like conferences, seminars, workshops etc. is provided. Faculty members teach their subjects of preferred areas according to their specialization. Extension lectures and workshops are

	organized in the college to cater to the diverse needs of learners. The college has Grievance Redressal Committee and Internal Complaint Committee (ICC) formulated as per directions of the competent authority. Bio-metric attendance system ensures regularity and fair assessment of staff. Annual Performance Index (API) and Annual Credit Report (ACR) are filled online to ensure regular performance appraisal of faculties.
Industry Interaction / Collaboration	The institution promotes industry interaction through the Placement Cell headed by the Placement Officer. The Cell promotes placement and industrial training for the students. Students of MCA carry out their major projects in the various industries or centers which is compulsory part of their curriculum.
Admission of Students	• The admissions were made strictly in accordance with the state government and the affiliating university rules. • The students in various streams are admitted through Centralized online admission portal developed by Department of Higher Education (DHE). • Reservation norms in admissions are followed as per government and university rules.

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

E-governace area	Details
Planning and Development	The State Government has vision of fast disposal and bringing transparency to the governance. The department of higher education and the college are making their most of the process online including planning and development, All schemes, decisions and notices are posted over the department website. Most of the work is done through email with minimum of paper work. All sanctions and approval are send online.
Administration	Most of the administrative work has moved online from communication to staffing. All transfer orders are posted online by the department. Various databases have been formed for the administration including HRMS, MIS etc. All communication is done through e-mail moreover the Aadhar Enabled Bio metric Attendance System (AEBAS) has been introduced to mark attendance as well as to apply for leave.

Finance and Accounts	Haryana Government Treasury has gone completely online from sanction, approval to disbursal of money to the beneficiary. All transactions are cashless and even the cashbook after admissions is provided online by the department of higher education. All scholarships are debited to the beneficiaries through online mode.
Student Admission and Support	The State Government has implemented Online Admissions System since 2012, students can apply for the admission from their homes and even submit the fees from homes without any need to visit college or stand in long queue waiting turn to submit fees. Students can provide feedback or report any issue through the email. Further even the registration process with the university has become completely online.
Examination	Examination forms are filled online through the university website. Roll Nos, registration numbers are provided through the website. Every examination related information is posted over the university website, moreover all result gazette, merit list and university pass percentage are posted over the website.

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
No Data Entered/Not Applicable !!!				
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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)
2018	A workshop on Digital Learning and Soft Skills	Workshop Digital Learning and Soft Skills Development	21/09/2019	21/09/2019	100	Nill

2019	Workshop for RRC Peer educators	Workshop for RRC Peer educators	07/02/2019	07/02/2019	30	Nill

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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
Refresher Course	2	21/06/2018	11/07/2018	28
Faculty Development Program1	1	12/02/2019	16/02/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Leaves for attending Orientation, Refresher and short-term courses offered by HRDC. Duty leaves and Study leaves for various career advancement programmes. Maternity Leaves and Child Care Leaves are allowed to staff members as per rules. Medical Reimbursements were given to employees as per Haryana Govt. Rules. Allowances: Haryana Govt. gives various allowances to its employees- Education allowances, House Rent allowance and Medical allowance are given to all the employees.	Staff quarters are provided in college campus. Non-teaching staff has separate administrative office equipped with individual computers. Medical Reimbursements and medical leaves are given to employees as per Haryana Govt. Rules. Allowances: Haryana Govt. gives various allowances to its employees like education allowance is given to all the employees.	Committees like Placement and Career Counselling Cell, Women's Cell, Grievance Redressal Cell, Red Cross/ Red Ribbon Cell, Anti Sexual and Anti-Harassment cells etc. are constituted for welfare of students. Various Scholarship schemes to provide financial assistance to the students belonging to backward and scheduled classes. Cultural Activities are conducted regularly and an effective and active sports department is present in the college to ensure good physical and mental health of our students. Mentor sessions are held from time to time to guide the students. Earn While you Learn Scheme: As per the directions of Directorate

General Higher Education, Haryana the needy and meritorious students belonging to economically weaker sections are allocated work in the college in their vacant lectures. They are also paid for the work.
Prizes: Students excelling in academics and other co-curricular activities are awarded certificates and prizes by college during Annual Function.Government Health schemes are implemented by the college like blood test, bone density test, Health related talks are arranged, and expert Doctors are invited for the same.

6.4 – Financial Management and Resource Mobilization

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

Every purchase in done as per Haryana Government norms through formulation of committee. The bills are audited and verified by College Bursar then submitted online to Haryana Government Treasury for auditing and clearing. The transaction are fully cashless and money is transferred through online mode. Every year different funds are audited by the auditors appointed by the State Government for the purpose.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

6276492

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	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

We have an active and efficient Parent- Teacher Association wherein parents give regular feedback and suggestions for further improvements. The parents are

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

1. Administrative staff is allowed to attend training organised by HIPA, affiliating universities or other agencies. 2. Teachers acts as their mentors in their official work and professional development. 3. Various government schemes like LTC Child Care leave etc are all accessible to them.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of MCA program and AICTE approval. 2. Construction of central AC state of art multi purpose hall, new science block, two hostels, staff quarters etc. 3. Feedback system, registered alumni association, different student support schemes.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Yoga Workshop	01/09/2018	01/10/2018	01/10/2018	25
2018	Cleanliness Camp	01/09/2018	02/10/2018	02/10/2018	150
2018	Tree Plantation Drive	09/07/2018	10/08/2018	10/08/2018	30
2018	Workshop on cyber security	01/09/2018	17/09/2018	17/09/2018	150
2018	Workshop Digital Learning and Soft Skills Development	01/09/2018	21/09/2018	21/09/2018	100
2018	Youth Red Cross Camp	01/09/2018	22/10/2018	28/10/2018	50
2018	Health Check-up Camp	01/09/2018	22/12/2018	22/12/2018	200
2018	Celebrating being a Girl/Women	09/07/2018	23/08/2018	23/08/2018	30
2018	Self Defence	09/07/2018	31/08/2018	01/10/2018	200

	Training of Girl Students				
2019	Workshop on Baking	01/01/2019	08/02/2019	09/02/2019	30

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
SankalpSutra	25/08/2018	25/08/2018	200	Nill
Poster Making Competition	24/08/2018	24/08/2018	50	Nill
Women empowerment Rally	23/08/2018	23/08/2018	50	Nill
Panel Discussions by experts on Gender issues	23/08/2018	23/08/2018	50	Nill
Legal Literacy Cell Competitions	15/02/2019	15/02/2019	150	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	1

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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2019	1	1	18/03/2019	7	Yoga and Meditation	Community Health	150
2019	1	1	22/03/2019	1	distributed herbal soaps, toothpastes and handwash soaps	Cleanliness Child Health	50
2019	1	1	23/03/2019	1	Social Issues and importance of education	Social Issues and importance of education	150

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
SankalpSutra	25/08/2018	25/08/2018	200

No file uploaded.

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

1. Tree plantation drive on 10-08-2018. 2. Tree Plantation drive on 21-08-2018. 3. No to plastic use in College 4. Installation of dustbins with help of MCG at various places. 5. Drives to encourage student about using bicycles and walking to the College

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(Best Practice 01) Self Reliant Aware Girls: Government College for Girls, Sector-14, Gurugram is strength wise the largest college in the State of Haryana. Even more important it is the largest girls college of Haryana with more than 6500 girls enrolled every academic year since last five years. Moreover, the Girls are the future mothers of any society. Every girl that receives an education is more likely to make education a priority for her children. Most of the student come from rural background with least exposure directly into the college of millennium city in the IT hub of Haryana. So it becomes over duty to cater the needs of these students, inculcate into them moral ethical values, educates them on heath. Objectives: 1. Help girl student cope with the difference in their previous environment and the new one. 2. Educate them about women specific health issues. 3. Inculcate in them the moral ethical values. 4. Make themselves aware of the modern society and their legal rights. The Practice: College organizes multiple activities to achieve these objectives through different departments, committees and stakeholders. Some notable activities during the present session undertaken for realizing this includes 1. Extension Lecture by Dr Bhawna Mattoo, Dept of Physiology, All

India Institute of Medical Sciences (AIIMS), New Delhi on the topic Womens reproductive health. 2. Women empowerment Rally 3. Panel Discussions by experts on Gender issues 4. Legal Literacy Cell Competitions 5. Documentary on HIV-AIDS. 6. Poster making Competition was organised by Home Science Department to celebrate "Breast Feeding Week". 7. Lecture on Legal Rights of Women by Dr. Shobhnajeet from Apeejay University Gurugram, women empowerment rally etc were organised. 8. women empowerment Rally and Panel Discussions by experts on Gender issues were organised. 9. Girls students took pledge on being self-reliant, tied "SankalpSutra" to a tree in the campus and participated in signature drive to support womanhood. 10. Extension lecture on Lifestyle and Health Issues by Dr. Vidhya Bisla 11. First Aid and Nursing training session. 12. Valued Added Courses like a. Basic Beautician Skill b. 21 Days Yoga Workshop c. Youth Red Cross Camp Obstacle: Most of the students come from rural background and we are restricted by their upbringing, aspirations of their parent and society viewpoint. Ways are being found to overcome these through mentoring, sustained persuasion, extension lectures, workshops etc. Regular interaction with the parents of the students is held to overcome these obstacles. Impact of the practice: The impact is enormous on the overall personality, thought process and development of girls students. After completion of the course they are much more self-reliant. They are more aware of themselves, their values, aspirations and rights. They are groomed to be good citizen, daughter and mother. They are aware of important things that may happen to them in their future. Most importantly they are much clearer of their aims, objective and means to access them. They become more confident, self-reliant and aware citizens after being subject to this practice of the college. Resources Required: Human resources in teachers, students, parents, alumni, well-wishers, community. The financial support extended by the State of Haryana in this regard is immense. Other stakeholders and local community has always been supportive of every initiative. (Best Practice 02): Mentoring with Employability: Government College for Girls, Sector-14, Gurugram is strength wise the largest college in the State of Haryana. Even more important it is the largest girls college of Haryana with more than 6500 girls enrolled every academic year since last five years. Moreover, the Girls are the future mothers of any society. Every girl that receives an education is more likely to make education a priority for her children. Most of the student come from rural background with least exposure directly into the college of millennium city in the IT hub of Haryana with numerous job opportunities. So this practice was adopted with aim of moulding students and orienting them go become more employable. Objectives: 1. Help girl student cope with the difference in their previous environment and the new one. 2. Educate them about women specific health issues. 3. Inculcate into them the moral ethical values. 4. Inculcate into them desired employability skills. 5. Make themselves aware of various State Government and Centre Government schemes jobs. 6. Make them better entrepreneur of the future. The Practice: College organizes multiple activities to achieve these objectives through different departments, committees and stakeholders. Some notable activities during the present session undertaken for realizing this includes 1. Inculcating essential IT skills through Compulsory Computer Education at First Year of UG level. 2. First Aid and Nursing training session. 3. Valued Added Courses like a. Basic Beautician Skill b. 21 Days Yoga Workshop c. Youth Red Cross Camp 4. Specific trainings like GST/IT Return Filing, workshop on cyber security. 5. Workshop by various departments regarding opportunities in their fields. 6. Specific training programs like a. Workshop on Baking b. Workshop on Food Preservation 7. Pre-Job Fair Counselling during the months of Jan, Feb from industrial experts, training institutes etc. 8. The limelight of all these is the opportunity afforded by the Department of Higher Education in organizing Zonal Job Fair for various Government Colleges situated in Gurugram, Faridabad, Mewat, Rewari, Palwal Mahendrgarh district of Haryana. This has been a regular and annual feat for the college where more

than 100 teachers and 2000 students across the southern prat of state are involved. More than 40 companies visited the college and conducted campus interviwes on occasion of Job Fair on Feb 07, 2019. More than 700 students were either selected or shortlisted by the companies. Obstacles: Most of the students come from rural background and we are restricted by their upbringing, aspirations of their parent and society viewpoint. Most of the students have communication problems and their reservation about the private sector job and most of them are willing to get government jobs. Ways are being found to overcome these through mentoring, sustained persuasion, extension lectures, workshops etc. Regular interaction with the parents of the students is held to overcome these obstacles. Impact of the practice: The impact is enormous on the overall personality, thought process and development of girl's students. After completion of the course they are more employable and aware of prospects in their field. They are more oriented to choose right career for their lives and make better choices. They are groomed to be good entrepreneur. Most importantly they are much more clear of their objectives of lives and what they want to achieve. Overall, they become more confident, self-reliant and aware citizens after being subject to this practice of the college. Resources Required: Human resources in teachers, students, parents, alumni, well-wishers, community. The financial support extended by the State of Haryana in this regard and opportunity to organize the Zonal Job Fair is immense. Other stakeholders and local community have always been supportive of every initiative. Contact Person: The Principal Government College for Girls Sector-14, Gurugram, Haryana-India Pin: 122001 Tele: 0124-2223222 Email: gcgggn@gmail.com

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.gcggn.ac.in

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

Government College for Girls, Sector-14, Gurugram is one of the premiere Girls institute under State Government. The college, since its inception in 1959. has been thriving for excellence in various field. The Vision of the College is "LIGHT MORE LIGHT" as our motto indicates our vision is to spread the light of education among women and to contribute towards their empowerment. Mission: 1. To impart quality education to girl students. 2. To create a conducive environment for the academic growth and all round development of students. 3. To provide compatible/professional education to enable the students to meet the global market demands. 4. To implement advanced technological strategies for the Teaching-Learning process. 5. To inculcate moral/ethical values among the students. 6. To ensure the advancement of Higher Education. 7. To undertake quality related research projects and training programs for both teachers and students. 8. To ensure the progress/growth of the institution from a Center of Excellence to a numero-uno institute of Advanced studies. The vision as well as the mission is effectively communicated to the students by providing them a suitable academic environment in which they are given a qualitative education which ensures their all round growth and development, thereby making them capable to face the competition in the national as well as the international arena. The Teachers also keep themselves updated with the latest technologies of the pedagogical process. They take an active part in the research projects, organized from time to time which help them to take further the goals/objectives set up by the institution. Performance in one distinctive area during 2018-19: The college performed par excellence in number of fields, the one we would like to mention is the use of ICT. Major initiatives taken by the college were 1. Conversion of 06 more traditional class rooms to Smart Class

Rooms. Effectively total number of smart class rooms in the college are 14. 2. The seminar room was renovated. The digital podium and projector was installed. 3. The college achieved a unique feat when foundation stone of various Government Projects across the Gurugram District was laid done by the Honable CM though video conferencing in the auditorium. The program was arranged by the district administration. 4. The whole campus was covered with Jio WiFi. 5. Internet facility was provided in the hostel reading room. 6. Digital contents were procured from CEC and the same were distributed to the Teachers. Two teachers from the college received training on usage of material at State University of Performing and Visual Arts, Rohtak who in turn trained the teachers of college by organizing workshops at college level.

Provide the weblink of the institution
http://www.gcggn.ac.in

8.Future Plans of Actions for Next Academic Year

1. Re-accreditation from NAAC. 2. Upgradation of Sport facilities especially the sports ground. 3. Installation on more card swipe machines for facilitation to students. 4. Measures to collect student feedback online. 5. Implement mechanism to collect Student Satisfaction Survey. 6. Conduct workshops on IPR. 7. Mentor and educate the students towards the idea of for start-ups/MSME. 8. Encourage teachers to attend conferences, seminars, workshops and FDPs. 9. Encourage teachers for publication with quality. 10. Encourage teacher to develop e-contents. 11. More target-oriented extension activities to be promoted. 12. More stress on placements and skill enhancement among students. 13. Increase use of ICT tools. 14. Submission of request for increase of Internet bandwidth. 15. Further digitization. 16. Submission of request to the State Govt. for staring various add on course to inculcate essential skills among students.