



## **YEARLY STATUS REPORT - 2023-2024**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**Government College for Girls,  
Sec-14, Gurugram**

- Name of the Head of the institution **Dr. Jitendra Malik**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **01242223222**

• Mobile No: **9667531535**

• Registered e-mail **gcgggn@gmail.com**

• Alternate e-mail

• Address **Govt. College for Girls, Sec-14,  
Opposite Kalyani Hospita,  
Mehraulli Road**

• City/Town **Gurugram**

• State/UT **Haryana**

• Pin Code **122001**

##### **2.Institutional status**

• Affiliated / Constitution Colleges **Affiliated**

• Type of Institution **Women**

• Location **Urban**

- Financial Status **UGC 2f and 12(B)**
  
- Name of the Affiliating University **Gurugram University, Gurugram**
- Name of the IQAC Coordinator **Dr Priyanka Ostwal**
- Phone No. **01242223222**
- Alternate phone No. **01242223222**
- Mobile **9891081680**
- IQAC e-mail address **gcgggn@gmail.com**
- Alternate e-mail address

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://gcgggn.ac.in/images/34/MultipleFiles/File28085.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://gcgggn.ac.in/images/34/MultipleFiles/File28185.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>B++</b>	<b>2.86</b>	<b>2023</b>	<b>07/09/2023</b>	<b>06/09/2028</b>

**6. Date of Establishment of IQAC**

**23/04/2013**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Strengthening of Library	State Government	2023-24	7,00,000/-
Institutional	Science Exhibition	State Government	2023-24	1,05,340/-
Institutional	Women Cell - Other charges	State Government	2023-24	1,00,000/-
Institutional	Women Cell - (Honorarium)	State Government	2023-24	50,000/-
Institutional	Sports Grant (Other Charges)	State Government	2023-24	80,000/-
Institutional	Cultural Training Grant (Commerce)	State Government	2023-24	30,000/-
Institutional	One Day International Seminar	State Government	2023-24	1,00,000/-
Institutional	Placement Cell (24- M & S)	State Government	2023-24	78,000/-
Institutional	Placement Cell (87- Honorarium)	State Government	2023-24	55,000/-
Institutional	O.E. Grant - 001	State Government	2023-24	1,70,000/-

**8. Whether composition of IQAC as per latest NAAC guidelines** Yes

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** 2

- Were the minutes of IQAC meeting(s) and **Yes**  
compliance to the decisions have been  
uploaded on the institutional website?

- If No, please upload the minutes of the [View File](#)  
meeting(s) and Action Taken Report

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Reaccreditation of college (third time) after a gap of 14 years with B++ grade.
2. First ever Administrative and Academic Audit (AAA) by a committee comprising representatives of Department of Higher Education, Gurugram University, Alumni.
3. Further stress on digitisation and ICT in classrooms
4. API Verification process was made simple and easy by delegating authorities with centralized control.
5. Number of planation drive were carried out and steps were taken towards ensuring energy and water efficiency.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
It was decided to initiate Academic and Administrative Audit.	Administrative and Academic Audit was conducted for the first time in the college.
To upgrade the labs in various departments of the college to facilitate practical competency.	Concrete steps were taken towards upgradation of laboratories through CSR and Govt. Funds
Introduction of new courses in the E- Learning centre.	New courses were introduced at e-Learning centre.
A demand to add one unit of 80 students for BA course for the coming session.	Demand was sent to the university, which was finally acceded during 2024-25.
Improve Feedback system from students.	Feedback was collected, analyzed and actions were taken accordingly.
To increase energy efficiency.	Rooftop solar plant was installed.
Reaccreditation of the college.	College was reaccreditation during Sept-2023 by the NAAC.
Carry out quality audit.	Numerous quality audit was done through outside experts from the department, peer institutes.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	30/12/2024

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>Government College for Girls, Sec-14, Gurugram</b>
• Name of the Head of the institution	<b>Dr. Jitendra Malik</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01242223222</b>
• Mobile No:	<b>9667531535</b>
• Registered e-mail	<b>gcgggn@gmail.com</b>
• Alternate e-mail	
• Address	<b>Govt. College for Girls, Sec-14, Opposite Kalyani Hospita, Mehraulli Road</b>
• City/Town	<b>Gurugram</b>
• State/UT	<b>Haryana</b>
• Pin Code	<b>122001</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>Gurugram University, Gurugram</b>

• Name of the IQAC Coordinator	Dr Priyanka Ostwal				
• Phone No.	01242223222				
• Alternate phone No.	01242223222				
• Mobile	9891081680				
• IQAC e-mail address	gcgggn@gmail.com				
• Alternate e-mail address					
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://gcgggn.ac.in/images/34/MultipleFiles/File28085.pdf">http://gcgggn.ac.in/images/34/MultipleFiles/File28085.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://gcgggn.ac.in/images/34/MultipleFiles/File28185.pdf">http://gcgggn.ac.in/images/34/MultipleFiles/File28185.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B++	2.86	2023	07/09/2023	06/09/2028
<b>6.Date of Establishment of IQAC</b>			23/04/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Strengthening of Library	State Government	2023-24	7,00,000/-
Institutional	Science Exhibition	State Government	2023-24	1,05,340/-
Institutional	Women Cell - Other charges	State Government	2023-24	1,00,000/-
Institutional	Women Cell - (Honorarium)	State Government	2023-24	50,000/-
Institutional	Sports Grant (Other Charges)	State Government	2023-24	80,000/-
Institutional	Cultural Training Grant (Commerce)	State Government	2023-24	30,000/-
Institutional	One Day International Seminar	State Government	2023-24	1,00,000/-
Institutional	Plcament Cell (24- M & S)	State Government	2023-24	78,000/-
Institutional	Placement Cell (87- Honorarium)	State Government	2023-24	55,000/-
Institutional	O.E. Grant - 001	State Government	2023-24	1,70,000/-
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>			<a href="#">View File</a>	



<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Reaccreditation of college (third time) after a gap of 14 years with B++ grade.		
2. First ever Administrative and Academic Audit (AAA) by a committee comprising representatives of Department of Higher Education, Gurugram University, Alumni.		
3. Further stress on digitisation and ICT in classrooms		
4. API Verification process was made simple and easy by delegating authorities with centralized control.		
5. Number of planation drive were carried out and steps were taken towards ensuring energy and water efficiency.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
It was decided to initiate Academic and Administrative Audit.	Administrative and Academic Audit was conducted for the first time in the college.
To upgrade the labs in various departments of the college to facilitate practical competency.	Concrete steps were taken towards upgradation of laboratories through CSR and Govt. Funds
Introduction of new courses in the E- Learning centre.	New courses were introduced at e-Learning centre.
A demand to add one unit of 80 students for BA course for the coming session.	Demand was sent to the university, which was finally acceded during 2024-25.
Improve Feedback system from students.	Feedback was collected, analyzed and actions were taken accordingly.
To increase energy efficiency.	Rooftop solar plant was installed.
Reaccreditation of the college.	College was reaccreditation during Sept-2023 by the NAAC.
Carry out quality audit.	Numerous quality audit was done through outside experts from the department, peer institutes.
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Council	30/12/2024
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
Yes	01/03/2024

<b>15.Multidisciplinary / interdisciplinary</b>
<p>Govt. College for Girls, Sec-14, Gurugram is a Government College and the decision regarding starting or closing a programme/course is taken by the Department of Higher Education College implements the academic decisions taken and policies framed the department. Department of Higher Education has taken concrete measures towards implementation of recommendations under NEP 2020 in this regard. . Further being an affiliated college, it implements the academic structure approved by the university including nature of programmes and courses of study. As on today the College has 22 teaching departments offering 23 programmes across different disciplines. In many of the programmes, Students are offered to choose their courses of study from given pool. Students pursuing PG programmes have to opt courses from the pool of open elective and foundation courses.</p>
<b>16.Academic bank of credits (ABC):</b>
<p>Being an affiliated government college the policy regarding implementation of ABC is to be framed by the department of higher education and affiliating university (Gurugram University). Further, the process and modalities regarding endorsement of ABC is under consideration of Department of Higher Education and Gurugram University, Gurugram. Their recommendations in this regard will be implemented by the College in true letter in spirit as soon as they are notified.</p>
<b>17.Skill development:</b>
<p>College organises different workshops and training programmes for skill enhancement of students. Every department is encouraged to organise skill development programmes related to their field. Recently an e-Learning centre to nurture different skills among the students has been setup in the college. The MoU in this regard was been signed with SBI Credit Cards and more than 1000 students have been offered skill development courses related to the fields of telecom, ITES sector.</p>
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
<p>College endeavours to promote the Indian Knowledge System and its rich culture &amp; heritage. Most UG students (Arts/Science) must opt one Indian Language out of Hindi/Sanskrit as qualifying language as part of their curricula. Except for science programmes, students can attempt examinations in Hindi. Number of students come from rural background, so the teachers follow Hindi language</p>

as medium of instructions along with English. Indian culture is promoted by organising different programmes. College has ample IT infrastructure to allow students access the contents in Hindi.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Curricula pertaining to different programmes are finalised by the university including POs and PSOs. As part of quality initiatives, Gurugram University have formulated the Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) for all programmes. These outcomes are incorporated in the prescribed curricula of the concerned courses and displayed on the university website to facilitate accessibility to various stakeholders including the teachers and students. College works towards all round development of students including Physical & Health. Students are encouraged to participate in different cocurricular activities. Different skill enhancement courses are offered from time to time, Mentor remain in regular touch with the students. They constantly monitors the progress of their mentees, College results and placements are comparable with the best in the state.

#### **20.Distance education/online education:**

Govt. College for Girls, Sec-14, Gurugram is a Government College and the decision regarding starting or closing a programme/course is taken by the Department of Higher Education College. College donot offer any programme thorough distance or online mode. Students are provided access to IT resources if they want to persure an online course. Classes are taken online wherever physical classes are not feasible to cover the courses.

### **Extended Profile**

#### **1.Programme**

1.1 1037

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

#### **2.Student**

2.1 6726

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **1198**

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **2254**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 **193**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **314**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1 1037

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 6726

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 1198

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 2254

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 193

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	314
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	44
Total number of Classrooms and Seminar halls	
4.2	12.1455
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	236
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Govt. College for Girls, Sec-14, Gurugran is committed to make the teaching and learning process inclusive and interactive. Curriculum delivery is planned by following steps:

1. IQAC prepares an annual academic plan obliging the Gurugram University calendar in consultation with HODs and Controller of examination.
2. Time table is prepared keeping with utilization of resources and infrastructure in college.
3. All HOD's deliberate information on courses, commencement of class work, syllabus completion, examination, list of holidays, and total number of working days.
4. General timetable, departmental timetable, course plan, POs, and PSOs communicated through college website.
5. Lesson plans are prepared and shared over the website.
6. Classroom Management
7. Adaptive teaching methodology

8. Identification of Advanced and slow learners
9. Attendance record maintained
10. Curriculum delivery is assessed
11. Orientation programs are conducted
12. Mentor-mentee groups are maintained
13. Faculty members use blended mode of teaching
14. Use of Smart boards for teaching; EduSat material, Language labs and Digital lounge to access online study material.
15. Highly active Cultural clubs
16. Remedial classes, academic support programs, mentor support programs, counselling sessions, yoga training
17. Class-wise and Teacher wise result is prepared and analyzed
18. Research-based Field surveys, lab visits, excursions are planned to requisite places.
19. Feedback is collected from stakeholders.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://gcggn.ac.in/Data?Menu=2+Rx+N0HANC=&amp;SubMenu=MF/KK07WzPc=">http://gcggn.ac.in/Data?Menu=2+Rx+N0HANC=&amp;SubMenu=MF/KK07WzPc=</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As we are an affiliated college, we are Aligned with Gurugram University's Academic Calendar Schedule:

1. The Program Assessment Committee(PAC) consists of the Principal, Controller of examination, and HODs to analyze and introduce the Calendar before the commencement of the academic session.
2. The concerned committee plans delivery of Curriculum in time keeping no of working days, holidays, dates of internals, semester examination, activity calendar in mind.
3. Program outcomes, Course outcomes and program-specific outcomes are prepared, analyzed, integrated and documented on college website
4. HODs of various departments monitor smooth conduct and completion of internal examinations in time.
5. Assignments, Seminars, Projects, and internships are



planned along with lesson plans before the session on the basis of requirement of the subject.

6. Internal assessment marks and attendance are displayed before uploading on the university portal making the process error-free.
7. The time-bound completion of the added courses, value-added courses, and analysis of the evaluation system is done on regular basis by IQAC to ensure adherence to the well-charted system.
8. The feedback is collected at departmental as well as college, it is scrutinized, statistically analyzed and corrective measures are taken to ensure effective delivery of curriculum and continuous evaluation

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://gcggn.ac.in/Data?Menu=2+Rx+N0HANc=&amp;SubMenu=HAzFC0dJhe4=">http://gcggn.ac.in/Data?Menu=2+Rx+N0HANc=&amp;SubMenu=HAzFC0dJhe4=</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****7**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****1**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****1327****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****1327**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- 1. Professional ethics:** The college integrates the courses related to professional ethics UG as well as PG classes. Computer literacy course is compulsory for all students of the college. Women Cell and NSS organize personality development and various skill-based Entrepreneurship programs in college. Counseling sessions are organized by all departments. A large no of students is registered for the E-Karma initiative taken by DGHE, Haryana. Special training programs are also arranged by the college in collaboration with incubation centers and companies like Hero.
- 2. Gender Equality:Govt.** College for Girls is the only college in Haryana with a strength of around 7000. The college has a hostel facility to provide accommodation to girls from very far areas. We have a women empowerment committee and sexual harassment committee where girls' students can report at any time for their rights. Besides this mentor sessions are also organized regularly to address any issues which students are facing in college.
- 3. Human values:**All the students in college belonging to different physical, political, cultural, and religious differences enjoy equal opportunity and respect each other. The college has various committees mentioned in the list which inculcate human values among students.
- 4. Environment and Sustainability:** Environmental studies is a compulsory paper for all UG and PG students. The college organizes various environment-friendly programs in college under various committees.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

23

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2887

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
---	---------------------

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://gcggn.ac.in/FeedBackDetails">http://gcggn.ac.in/FeedBackDetails</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

**2800**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**798**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In order to promote outcome based learning process, the college aims to timely and accurately identify students as slow learners and advanced learners based on some prerequisite tests, class interaction, test performances. Requisite emphasis is given to improve the performance of slow learners by providing remedial programmes which are conducted outside regular classes. Extra classes are taken for students, as and when required, where the faculty spares time to sit with students, individually or otherwise, to cope up with studies. A mentor- mentee system is also in place and functions efficiently in providing holistic support to all students, and not just slow learners. The diligent efforts taken by the faculty towards the slow learners has resulted in students' understanding in their chosen domain, improved results and pass percentage. The mentor also identifies other skills and strengths and encourages them to hone them which helps build self- confidence resulting in improvement in academic performance also. All necessary emotional and professional counselling is also provided whenever required. Advanced learners are given opportunities to be part of innovative projects and other technical initiatives of the institute. Advanced learners are given opportunities to be part of innovative projects like Science Exhibitions, Quizzes and Paper Presentations. They also help slow learners through peer learning. Advanced learners are encouraged to conduct workshops and seminars to share their knowledge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
6726	193

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enhance student's learning experiences, Student centric methods such as experiential learning, participative learning and problem-solving methodologies have been used. These kinds of methodologies are assimilated in the teaching learning process. Students participate in various co-curricular activities which support teaching learning process like Youth festival, educational tours, NCC camps, NSS camps, Legal literacy activities, Women cell functions Industrial Visits, Workshops, Eco club programmes and various departmental societies.

1. **Experiential Learning:** This type of methodology involves learning through experience, so Presentation topics in both theory and practical are given to the students. Students are also encouraged to participate in various departmental level, college level and state level activities like Science quiz and Science exhibition in which students participate with their innovative ideas, explore their skills and enhance their scientific temper.
2. **Participative Learning:** The college uses- Group Discussions, Assignments, Workshops, Quizzes, Projects, Presentations etc for participative learning. Students are also encouraged to participate in different cultural and social activities which are timely organized by various departments.
3. **Problem Solving Methodologies:** The students are guided to prepare curriculum based various projects to improve critical thinking, creativity and problem-solving skills. The students undertake project work on various issues related to their curriculum. Students of MCA and M.Sc undertake Major and Minor project work on various IT related topics using latest software.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The campus is enabled with high speed wi-fi connection and the classrooms and labs are ICT enabled with projectors installed. To enhance the quality of teaching- learning process, the faculty use various ICT enabled tools.

1. Google classroom is used to manage and post course related information- learning material, quizzes and evaluations, assignments, etc.
2. LMS is another platform which is provided for effective teacher-student interaction wherein all the courses of each department has been created and respective faculty members and respective students are mapped to their respective subjects. Students get benefits from the e-content uploaded on LMS and teachers can assess their students by giving them assignments, tests, presentations, quizzes and can give score to the individual students on the same platform.
3. Online learning environments are designed to train students in open problem-solving activity.
4. Animation enabled PPTs help improve the effectiveness of the teaching- learning process. Lab manuals are mailed to students well in advance from the day the experiment is to be performed.
5. Online quizzes and polls are regularly conducted to record the feedback of the students and take the requisite actions towards improved learning outcomes.
6. Lastly, various online tools like-whiteboard in Microsoft teams, Jamboard in Google meet, etc to teach subjects that require use of conventional blackboard writing.

"



File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&amp;SubMenu=iaz5UGOSHPM=">http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&amp;SubMenu=iaz5UGOSHPM=</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

154

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

193

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

84

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1541

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Mechanism of internal assessment is transparent and robust in terms of frequency and mode. The college is obliged to adopt all reforms of the university with regard to internal evaluation.
- The Annual Report presented on College Day and on alumnae meet is an important context for conveying the institution's reform policies and evaluation process to the external stakeholders.
- The college through university and college websites, instructions, notices, announcements, student's assembly and tutorials make the students and faculty aware about the basic criteria for internal evaluation process.
- The internal assessment system is geared towards mapping individual differences in performance which includes progression/improvement over time on the set parameters and gives quantitative and qualitative credits for the

same.

- Assignments and presentations are arranged for the students to enhance their writing skills, presentation skills, confidence which helps in preparing for examinations.
- Other kinds of creative evaluation strategies, like oral tests, quizzes, objective tests, Power point presentations, group discussions are also used to improve their performance.
- For both assignments and projects, students are encouraged to explore and research on topics beyond the curricula.
- At the end of the semester, Principal asks HOD/ staff members to submit the internal assessment marks of each eligible student of all streams and verifies the same.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Mechanism to deal with Internal Assessment related grievances is transparent, time- bound and efficient .The criterion followed for internal assessment is as per university directions and the process is completely transparent.

1. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
2. The periodic evaluation of student's performance in theory and practical is done by faculty members through unit tests, assignments, presentations, viva voice which includes regularity, performance and the promptness in submitting the record.
3. Evaluated marks are based on defined strategies.
4. At the college level, the answer scripts of unit tests are returned to the students by the respective teacher with suggestions and comments for improvement. Any grievances is handled there and then.
5. The marks obtained by the students in internal assessment tests are displayed on the department notice board, uploaded periodically on the college web portal along with their attendance.

6. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record.
7. Query if any is discussed with faculty and HOD.
8. In case of any discrepancy, the student contacts the respective teacher/HOD/Principal who rectifies the same.
9. Before sending the Internal Assessment Marks records to the university, marks entered are verified by the college twice and when the students scrutinize the marks to their satisfaction expressed through their signatures.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.
- As part of quality initiatives, Gurugram University has formulated the Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course Outcomes(Cos) for all programmes. These outcomes are incorporated in the prescribed curricula of the concerned courses and displayed on the university website to facilitate accessibility to various stakeholders including the teachers and students.
- At the beginning of every semester, the faculties share and discuss with the students about the respective course structure.
- The teachers elaborate POs, PSOs and Cos in their respective classes to the students through induction programmes and mentor-mentee interactive sessions.
- As part of the Choice Based Credit System, students are encouraged to check the content of courses that they intend to take before registering for particular course.
- The participation of students at every level including classes, extracurricular activities, excursion trips and co-curricular activities help in facilitating the achievement of the intended learning outcome.
- The transparency and objective approach maintained at the

level of assignments, tests and assessments and their communication to the students, the realistic analysis of the areas in which they need improvements help in achieving the stated outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- At the beginning of every semester, the faculties share and discuss with the students about the respective course structure.
- The teachers elaborate POs, PSOs and COs in their respective classes to the students through induction programmes and mentor-mentee interactive sessions.
- For the attainment of the POs & COs, the participation of students at every level including classes, extracurricular activities, excursion trips and co-curricular activities is evaluated.
- The transparency and objective approach maintained at the level of assignments, tests and assessments and their communication to the students, the realistic analysis of the areas in which they need improvements help in attainment of the stated outcomes.
- PO/CO attainment is also assessed by analysing course result. College also organizes various Conferences, workshops and seminars on curriculum-based themes and topics.
- Every year Placement Cell organizes job fairs to ensure the attainment of COs and POs. Also, attainment of course outcomes is evaluated based on progression of students to higher studies.
- Alumni Meets help the college to track distinguished alumni.
- The college provides conducive environment for teacher student interaction so that their latent skills and talents are unearthed and developed. This prepares them to perform well in professional as well as other spheres of

life.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year**

1542

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://gcggn.ac.in/images/34/MultipleFiles/File27609.pdf">http://gcggn.ac.in/images/34/MultipleFiles/File27609.pdf</a>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**<https://gcggn.in/ssss/ssss.html>**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities****3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

The college organized numerous programmes in its premises and in nearby slums / villages to sensitize students about social issues. Various committees of college like NCC, NSS, Women Cell, Red Cross/ Red Ribbon, etc. organized programmes like celebration of days, organization of camps, workshops, competitions and other extension activities. These programmes are organised to observe International Yoga Day, Tree plantation, Personality development, National Sports Day, National Voters Day, Reading Inspiration Day. Various camps are organised for alumni, farmers, children and women. Workshops are organised to relate social issues related to women, children,



farmers, etc.

Rallies, environmental awareness camp, vocational guidance, counselling camp, health check-up camps and workshops on legal rights, digital literacy for women and farmers were organised. In these five years students from different streams participated actively and with full zeal in various programmes.

The extension activities aimed at enabling the students to understand themselves in relation to the community and imbibe social values as well as develop a sense of social and civic responsibility. The activities also aimed at assisting the students in identifying the needs and problems of the community and learning to work with them in problem solving processes and also aimed at developing the competence of students for group living, team work, sharing of responsibilities, and mobilising community participation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

73

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4256

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

1. The college is equipped with latest computer facilities and internet connectivity.
2. The computer labs have all latest software.
3. Additional resources such as printers, projector, and wireless internet connectivity for use in laptop are also provided by college.
4. The lecture halls are well ventilated and spacious, augmented with integrated Audio-Visual teaching aids.
5. The seminar halls are fully air conditioned and equipped with latest projector white board, internet connectivity etc., thus providing best quality of learning experience.
6. The college is having a huge indoor auditorium with a

professionally - deployed acoustic system and a seating capacity of more than 500 people. A regular venue for conferences, workshops, seminars and cultural programme, this auditorium has all the facilities to enhance the learning process.

7. The institution is having a central library with a seating capacity of 200.
8. The departments are spacious and are well equipped.
9. The institution is fully under CCTV surveillance.
10. There are 5 girls' hostels with a capacity of 700 students.
11. The institution has installed various RO systems to provide pure water.
12. The college has Computing Facilities, Power Backup and a Library fully automated with SOUL 3.0 software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has been blessed with faculty members in music department. The college has both vocal and instrumental as optional subjects in Music. The College participates in all categories of dance and music events in both district and state level apart from the different activities organized during the Youth Festival by the parent university. The college can boast of the award that our students have bagged in cultural activities. During 2022-23, our students have represented us in various competitions and won positions including first prize(s).

#### Sports Facilities:

1. 200 Meter Track
2. Basketball Court
3. Badminton Court
4. Tennis Court

**5. Volleyball Court****6. Handball/Hockey/Football Ground****7. Kabaddi Court Judo/ Taekwondo****8. Yoga Facilities****9. Mini Gymnasium**

All equipment's and facilities related to above mentioned games are available in the sports dept.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

26

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

26

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

4.9398

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- The college library is well equipped and efficiently maintained with a computerized user friendly data filling system, functions as an invaluable aid to every aspiring scholar.
- The library presently boasts of an impressive stock of 43,581 books, 199500 E-books, 6000 E- journal, and 6,00,000 books from National Digital Library.
- New books are added to the library through the course of each academic year.
- The college library is fully automated usingusing SOUL 3.0 software.
- The library is computerized and books are bar codes and made easily accessible.
- College library provides access to all reference collection including encyclopedia, yearbooks, dictionaries, atlas, biographies, competition books and reports etc. The college library is administered by the library committee.
- The college library acquires books and reading resources on the recommendation of the teacher-in-charge of the various departments of the college.

At the beginning of the new academic session, a tentative budget is allocated to the various departments. The membership of college library is open for all its students, teachers, and non-teaching staff of the college. While entering the library, the user has to show his/her valid identity/Library card.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.824**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**400**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Yes, the institute frequently updates its IT facilities such as Computers, printers, Internet Connection, Wi-Fi connection, softwares etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 4.3.2 - Number of Computers

236

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and



**academic support facilities) excluding salary component during the year (INR in lakhs)****7.2057**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

6043

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<a href="http://gcggn.ac.in">http://gcggn.ac.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>2254</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>2254</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

43

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

258

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

11

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

46

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Our institution boost of a very active and dedicated student body who bring laurels to the college. There are number of ways where students assist overall administration and extracurricular activities:

1. We have a student governed society, KARVAAN under which nine different subject societies are working like Sports, Music, Dance, Social Welfare, Theatre, Events, Literary, Arts.
2. There is a proper system through which they enroll the students and proper Investiture ceremony is done for Head, Co-Head and Media Manager for every society. Here students organise different competitions throughout the year and also maintain record of the same.
3. We have Earn While You Learn Scheme under which students from financial weaker section enrolled. They contribute significantly in administration work of the college.
4. We have a team of college Ambassadors who minutely observe different activities in the college and helps in overall management like running water, cleanliness, discipline etc
5. We have students in some committees where there inputs are considerably important to improve the overall governance of the institution like Internal Complaint Committee, Hostel Advisory Committee etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

39

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Our College has rich legacy of alumni who have fostered success beyond college and have set high watermarks of success. We have a strong alumni association that help us to maintain an active network with our current students, where regular interaction are held for career opportunities. Our alumni visit college for delivering lectures on different topics to motivate and guide students. Alumni of our college help the college in providing a vision that is an adage for enriching clearer and comprehensive experience. Regular feedback of alumni is help us to improvise facilities at the institution and mentoring by the alumni opens doors of referrals and recommendations for our students. We have alumni in some committees where there inputs are considerably important to improve the overall governance of the institution.

Indigo Diagnostic center is run by one of our alumni and they provide a special and exclusive discount of upto 40 % on various radiology and blood test to the staff and students of our college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

  

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:**

- To be recognized as a Centre of excellence for education.
- To prepare our students to be both Professionally and Personally competent and self-reliant to face challenges of life.

**Mission:**

- To provide quality education and empower our students.
- Provide conducive academic environment that promotes interactive learning.
- Educate our students to embrace the modern without forsaking the tradition and culture of our nation and while retaining its regional roots to encompass and articulate global concerns and wider social imperatives.
- Provides students with opportunities to participate in various activities, clubs and associations.
- Inculcate in them values and commitments towards betterment of self, society and country.
- To provide state of art infrastructure.

In order to fulfil this mission the institute follows a decentralized and participatory mode of governance where in committees and departments are given the freedom to carry out various activities throughout the session under the able guidance of the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded



6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows a democratic and participatory mode of Governance with all stakeholders participating actively in its administration. The Principal, head of departments and conveners of various committees and cells along with the staff representatives on higher decision making bodies play an important role in determining the policies and implementing the same.

1. At the beginning of the academic session the Principal, who is the academic and administrative head of the institute holds a general meeting with the staff members and discusses the plan of action and circulars from the university and Director of Higher Education to be implemented in the new session.
2. Committees are framed at the beginning of academic year to perform indispensable tasks for smooth functioning of the institute, such as purchase committee, timetable committee, library committee, women cell, legal literacy cell etc.
3. Departmental Heads also conduct meetings in their respective departments for allocation of papers to be taught, preparation of departmental timetables etc.
4. Through their adept handling of their department and committees, the heads, conveners along with the teachers as members of various committees discharge an energetically pervasive role as motivators and spearheads, thereby contributing to the health and vibrancy of the management mechanism in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute has a strategic plan to mobilize all the government Grants and funds towards the development of the infrastructure of the institution in a systematic, well thoughtout and phased manner to meet the requirement of the

students.

- To meet everincreasing electricity demand and decrease electricity bills, green energy solution in rooftop Solar Plant was inaugurated during the session 2023-24. Electicity bills have reduced significantly.
- Srijan endeavours to inculcate entrepreneurial spirit in young minds and aims at providing a platform where potential is tapped and opportunities are grabbed to assist, nourish and develope aspiring ideas into a business talent. It aims to provide platform so that students can earn based on the avenues we offer them
- A Teej Mela was organised in collaboration with women cell. A number of intitiative for women empowerment and inculcation of enterpreneuship skill among the students were taken..
- Creche Facility in GCG-14 is setup. This facility helps the faculty Members to balance their academic and family responsibilities. College creche provides a supportive environment to the faculty members and also provides a convenient child care solution so that they can freely focus on teaching, research and other assigned professional duties.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&amp;SubMenu=iaz5UGOSHPM=">http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&amp;SubMenu=iaz5UGOSHPM=</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GCG,Sector14, Gurugram comes under the direct purview of Directorate of Higher Education Haryana. The college is affiliated to G.U, Gurugram. The principal is at the top of the internal organizational structure. He is DDO (Drawing & Disbursing officer) of the college. Ten senior most associate professors of the college form the college council. There are various committees to ensure proper working of the college. The convener / coordinator and members of concerned committees along with the IQAC members take majority of decisions in consultation

with the principal and Bursar. They discuss and decide the activities to be undertaken, plan of action, resolution of problems and other issues. There is a sanctioned post of Deputy Superintendent to look after all official works along with 3 clerks, 2 JLAS and 2 LAS. There is a Dispensary to provide medical aid to the students and staff where a nurse is deputed full time. All appointments are strictly made by H.P.S.C, Panchkula. The service of the teacher is governed by Haryana Education (college cadre) group 'B' Service rules 1986 as amended from time to time. Seniority too is fixed in accordance with the department rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&amp;SubMenu=1f+7/DE4pv4=">http://gcggn.ac.in/Data?Menu=ROFj+/eyOLA=&amp;SubMenu=1f+7/DE4pv4=</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

- **Teaching:** - Since it is a government college it follows all government rules regarding welfare schemes.
  1. The facility of L.T.C (leave travel concession) is

available to both teaching and non-teaching staff members.

2. Children education allowance has been made available for the whole staff. Besides these the members can take loans.
  3. All regular employees are given leaves as per govt. rules. In times of Covid provision of isolation leave (7days) was made for affected employees.
  4. Apart from this the female staff can avail maternity leave for 6 months and child care leave for a maximum of two years. In unfortunate circumstances miscarriage leave can also be availed.
  5. The male staff is eligible for paternity leave.
  6. In addition to these, there is provision for cashless medical facility for five chronic diseases.
  7. Medical bills can also be reimbursed. On Campus free medical facility is ensured through the availability of an Exclusive medical room.
- Non Teaching: - For Non teaching staff besides the above welfare schemes wheat loan is also available during the season.
    1. Festival advance along with special allowance is also availed by the employees. These facilities are availed by class IV employees only.
    2. Non Teaching staff members can avail 15 EL in the first 10 years of their service, 20 EL for the next 10 years and 30 EL until retirement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

29

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- The government has formulated a comprehensive procedure for the annual appraisal of the faculty. Annual Confidential Report (ACR) is the tool of performance appraisal of the faculty. The ACR Performa, which is the record of the year long activities together with their results is filled by all faculty members. This was earlier done manually but since 2020-21 it is being done online through MIS.
- The Principal verifies the claims made by the staff and grades the performance and sends it to the higher authorities.
- There also exists a yearly self-appraisal system wherein the teachers are provided with a academic performance indicator (API) criteria based PBAS performa through which the information is collected about the overall performance, results, research, academic/curricular/extra-curricular achievements. The principal then evaluates it.
- There is an annual performance appraisal system (ACR) followed for non-teaching staff in the college apart from evaluating them on their enthusiasm, sense of responsibility, punctuality, behavior and attitude for team work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Internal Audit System:-**

- All financial transactions at college level are monitored by the Bursar and DDO.
- It is only after the Bursar's recommendation that any bill is passed for payment as per Haryana govt. rules and instructions.
- The college also has a cash book in which the entire details of income and expenditure are recorded.
- Every payment is made by account payee Cheques/NEFT/RTGS and the amount is directly debited to the accounts.

**External Audit System:-**

The External Audit system has two main agencies to audit funds and grant of the college.

- Auditors appointed by the Dept. of Higher Education Haryana, Panchkula.
- Accounts General, Haryana.

No external audit was carried out during the session 2023-24.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- There is a well-defined and efficient mechanism in the college to monitor the use of financial resources. This facet is looked after by the Principal who is assisted by the college council and an efficient Bursar.
- Bursar, who acts as a financial adviser to the Principal, takes care of income and expenditure of the college.
- Funds given by UGC are utilized as per UGC Guidelines.
- Quotations are invited as per Government rules, Payment are made timely through cheques and online mechanism.
- Government grants are utilized as per government rules.
- There is a purchase committee constituted mainly for items purchased out of government grant.
- Various committees are constituted for many tasks done in the college. These committees are accountable for the work to be done as per govt. norms and to use the fund at their disposal efficiently.

The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government, RUSA etc. It also actively solicits MP LAD grants for the betterment of the institution. Space which is a crunch in the college is utilized fully and imaginatively. Due to the shortage of classrooms some area of the grounds has been transformed into teaching venues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>



## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- College was re-accredited for the third time during this year. That too with its highest ever grade in B++ with highest ever score in 2.86.
- Number of meeting are held with different stakeholders to acquaint them with the process.
- As a result of IQAC initiative practice of Mentor-Mentee System has been institutionalized and serves as the backbone of the college. Each teacher is made a mentor of 60 students and continues to be the mentor of his/her batch till they pass out of college. He/she informs the mentees about various activities being held in college and guides the students academically, psychologically and emotionally by interacting with them on a regular basis directly or through WhatsApp groups.
- Co-ordinated outreach programmes and environment friendly 'Green' Initiatives are undertaken by committees like NCC, NSS, Women Cell, Road Safety etc. under the IQAC guidance to enhance societal consciousness by sensitizing the students towards the environment and the less privileged and thus making them responsible citizens. 'Chandan Nagar Basti ' has been adopted by our NSS students who conduct a 7 day Camp here engaging in tree plantation, organizing cleanliness drive and yoga sessions, distributing pencils and study material. 'EcoWako project' (Bekar sae Aakaar) is an initiative launched by our Home Science Department. All these help in holistic development of our students.

File Description	Documents
Paste link for additional information	<a href="https://www.facebook.com/14gcg/">https://www.facebook.com/14gcg/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC performs as a supervising unit to ensure the quality of education as well as other mandatory aspects of learning.

- At the beginning of the session assembly is held for all

newly admitted students. They are apprised of the various academic and co-curricular activities offered in college.

- For proper spacing of syllabus, the institution seeks tentative lesson plans from teachers.
- The HODs are responsible for the smooth functioning of their depts and ensure that no class remains unattended.
- Teachers on proctorial duties maintain discipline and ensure the smooth functioning of classes.
- Periodic evaluation and assessments of students is done on the basis of assignments, presentations, tests and attendance.
- Maximum utilization of well-equipped library, ICT, language lab, smart classrooms is ensured.
- Departments are encouraged to have their own Libraries. Departmental libraries are maintained by Chemistry, Biotechnology, Music(V), Hindi, English, Economics, Home Science, Geography, Zoology, Botany, Physics, Psychology .
- The reading rooms in the hostel campus are equipped with text books, help books and reference books to be utilized by students in their free period.
- Departments are encouraged to organize extension lectures with the aim to create awareness and prepare students for the future
- Center of Excellence for students was established in GCG, SEC-14 Gurugram which was inaugurated by Honorable Chief Minister Sh. M.L Khattar.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://gcggn.ac.in/images/34/MultipleFiles/File27609.pdf">http://gcggn.ac.in/images/34/MultipleFiles/File27609.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being an exclusively Girls College, we takes number of initiatives towards women empowerment and hence towards gender equity including

1. Extension Lecture on Mobile App related with Women Safety: Teachers and students were oriented by Sub Inspector, Haryana Police Ms. Suman about the mobile application related with the women safety.
2. Extension Lecture on Sexual Harassment at Workplace (30-01-2024): Women cell of the college organised an extension lecture on Property Rights of Women and legal provisions on Sexual Harassment at workplace.
3. Extension Lecture of Women Health (29-01-2024) Women cell of the college organised an extension lecture on Women Diseases and their cure.
4. POSH Act: On March 7, 2024, International Women's Day was observed. The Govt. College for Girls, Sector 14, Gurugram women's cell hosted a lecture on the "POSH Act" in room 43. Ms. Ritu Kapoor, an advocate of the Gurugram District Court, gave the talk.
5. Extension Lecture on POSH Act (09-12-2023): In collaboration with District Legal Services Authority, DLSA an extension lecture by Advocate Munmun Goel was organised on the topic "POSH Act & working of ICC".
6. Smart Fellowship Programme: A talk: "Breaking the Glass Ceiling " was organised on 6 February 2024 by Ms. Alka She

is an enthusiastic and self-motivated professional in business management and education methodology.

7. No tuition fee for undergraduate students and postgraduate girls belonging BPL families.
8. Teej mela to inculcate entrepreneurship skill.
9. Training and up-skilling of students.
10. Legal literacy among students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Common Rooms, Day care center for young children, Hostel, CCTV cameras, PCR van of Haryana Police, Proctorial Duties, High walls, Security guards on main gate and hostels, ID Cards</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Waste Management is based on 3 R's - Reduce, Reuse and Recycle.**

- Solid Waste Management Dustbins placed at key points in campus. The MCG vehicle regularly collects garbage from the college campus. The leaf litter is converted into Bio Compost and is used for gardening purposes. Extra food from the mess/canteen is distributed among the needy people.

- **Liquid Waste Management** Institution has a well-laid sewage system. Leaking taps and pipes are regularly repaired. All chemical waste is first diluted and then disposed off through sewage pipes. The college is equipped with a rainwater management system. Rainwater harvesting and recharge pits are available in numerous locations in the institution.
- **Biomedical Waste Management** Sanitary waste is wrapped securely ,put in dust bins and transported to MCG facility. Incineration machines are installed near the washrooms in the hostel for disposal of sanitary napkins in an environmentally-friendly way.
- **E-waste Management:** Electronic items are handled with care,maintained and repaired as per the need. All e-waste is written off and disposed off as per Haryana Government guidelines. The UPS batteries are recharged/exchanged/repaired outside the campus. The cartridges of printers are sent out for refilling

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for**

A. Any 4 or All of the above

greening the campus are as follows:	
<b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
---	------------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized	A. Any 4 or all of the above
---	------------------------------

**equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In order to create an inclusive campus, it is important to have institutional mechanism to safeguard the interests of all the stakeholders irrespective of their cultural, regional, linguistic, communal, socioeconomic, and other diversities.

- To safeguard the interests of the scheduled caste students the college has an SC cell. The cell ensures the implementation of the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels.
- It also works as a Grievance Redressal Cell for the Grievances of SC students and employees of the college. Every year around 1000 students are benefitted from these scholarships.
- College is conducive to the needs of differently abled students and employees.
- Equal Opportunity Cell. Anti-Ragging Committee of the college ensures providing ragging free environment in the college.
- Digital literacy and mentorship to create employment opportunities for marginalized sections of society.
- Evils like corruption, communalism, poverty, terrorism, and casteism are discussed and brought to the forefront through several seminars, workshops and talks. Swachhta Pakhwada, Voter ID Registration camps, Unity runs are also



organized.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The beauty of Indian constitution lies in its equal emphasis on duties as well rights. Democracy cannot establish deep roots in society unless the citizens don't complement fundamental rights with their fundamental duties. The Indian constitution delineates every responsibility and duty that an Indian citizen is expected to abide by such as uphold and protect the sovereignty, unity, and integrity of India; respect the National Flag and the National Anthem; to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women etc. It becomes the responsibility of the educational institutions to inculcate those values and duties among its students and employees.

The Legal Literacy Cell of the college tries to imbibe constitutional values in students and employees through its activities organised in accordance with the guidelines of Haryana State Legal Services Authority (HALSA)/DGHE. The major competitions under the event were Slogan Writing, Essay Writing, Poetic Recitations, Skit, Quiz, Speech/Declamations, Debate, Power Point Presentations and Documentary etc on topics like Constitutional Values, Protection of Women Against Domestic Violence Act, 2005, Rights of Destitute Women and Children, Rights of Disabled People.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded



<b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**Our college celebrates many national and international commemorative days, events and festivals with great enthusiasm and zeal.**

#### **NATIONAL COMMEMORATIVE DAYS**

- **26th January (Republic Day)**
- **15th August (Independence day)**
- **2nd October (Gandhi Jayanti)- It is celebrated to highlight and spread the principles of peace and nonviolence.**
- **5th September (Dr. Sarvepalli Radhakrishnan Birth Anniversary) We celebrate teacher's day with great fervor.**
- **31st October (National Unity Day) is celebrated to bring home the idea of the importance of secularism which is the base of our national unity.**

**INTERNATIONAL COMMEMORATIVE DAYS**

- 8th March (International Women's Day) To highlight the inner strength of women in society, the day is celebrated with great fervor.
- 21st June( International Yoga Day) The International Yoga Day is celebrated with the idea of the unity of mind and body as a holistic approach to health and well-being.

**EVENTS AND FESTIVALS**

- Teej Mahotsav: Teej Mahotsav is celebrated to give the students the flavor of local festivals.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**BEST PRACTICE-I SAHYOG :**

It is a community outreach programme to help out students, teaching and non-teaching staff members in their times of need, financially and emotionally was initiated by the efforts of like faculty members. The Practice :The family members of class III,IV employees of the college are serving the institution. Evidence of Success is reflected through the behaviour of class III and class IV employees. The context The faculty members came forward with the idea of helping the employees on priority.

**BEST PRACTICE- II Waste Segregation and Management:3 R's - Reduce, Reuse and Recycle principle Practice**

College has begun the segregation of dry and wet waste using the 6 pits. The leaf litter is converted into Bio Compost.

Incineration machines are installed disposal of sanitary napkins in an environmentally friendly manner. The context: The Compost Pits receive about 20 kg of kitchen waste every day from the 6 Hostels. Plastic waste is collected from the College premises, to be sent to Recyclers facilitated by 'Slim Homes' in partnership with 'Garbage Free India'. Regular visit of MCG Eco green trucks in the campus to carry out the segregated waste.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution a pioneer institution dedicated towards holistic development of women by instilling life skills and leadership attributes in them. It has a special locational adage of being situated at the heart of Gurugram.

1. Classroom teaching is characterized by non-hierarchical pedagogy and collaborative learning, qualified staff with more than 90 teachers having PhD degrees. It offers 23 Courses including seven Postgraduate courses such as M.CA., M.SC., M.COM., M.A.
2. Beyond Classroom: The cultural society has made an imprint in the state by winning trophies in zonal, inter-zonal and state level youth fest competitions.
3. Community Outreach: Students visit orphanages regularly which creates an attitude of empathy among the students and makes them responsible towards the society.
4. Placement/Entrepreneurial Opportunities: Home Science department of the college instills entrepreneurship skills in the students. "EcoWako"- venture is started by students to recycle waste and save energy by converting trash items into creative products like used glass and plastic bottles, clay, jute etc. Into lamps, trays and some decorative items.
5. Excellence in Sports: The students at the college have been performing well since the inception of the college in different events like - Handball, Korfball, Boxing, Taekwondo, Ball Badminton, Hockey etc.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3.2 - Plan of action for the next academic year

**Future plan of action**

1. To embrace the National Education Policy (NEP-2020) by providing more elective, skill based courses.
2. Adopt holistic approach in teaching learning process.
3. Increase in intake of B.A and B.Com programmes.
4. Sign more MoUs with government and non-government organizations for better exposure of students.
5. IPR awareness seminars and workshops shall be organized.
6. Construction of new hostel and teaching block.
7. Approach different organizations for support under CSR.
8. Potential of Alumni should be explored for growth and development of the college.
9. Strengthen the ICT facility further.
10. Align the assessment process with the objectives of National Education Policy.