

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

AY: 2013-14

submitted by



submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

INTERNAL QUALITY ASSURANCE CELL(IQAC)

(WWW.GCGGCN.AC.IN/NAAC/IQAC)

GOVERNMENT COLLEGE FOR GIRLS

SECTOR 14, GURGAON, HARYANA-122001

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
FOR THE ACADEMIC YEAR, JULY 01, 2013 - JUNE 30, 2014

Part – A

1. Details of the Institution

1.1 Name of the Institution	Govt. College for Girls, Sector-14, Gurgaon
1.2 Address Line-1	Opposite Kalyani Hospital
Address Line-2	Mehraulli-Gurgaon Road
City/Town	Gurgaon
State	Haryana
Pin Code	122001
Institution e-mail address	gcggn@gmail.com
Contact Nos.	+91-124-2320783
Name of the Head of the Institution	Dr. Usha Malik
Tel. No. with STD Code	+91-124-2320783
Mobile	+91-
Name of the IQAC Co-ordinator	Dr. Suresh Dhanerwal
Mobile	+91-9911207789
IQAC e-mail address	gcggn@gmail.com
1.3 NAAC Track ID (For ex. MHC0GN 18879)	HRC0GN 10243
1.4 NAAC Executive Committee No. & Date (For Example, EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC/49/RAR/05 dated 15-06-2009
1.5 Website Address	www.gcggn.ac.in
Web-link of the AQAR	http://iqac.gcggn.ac.in/AQAR2013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of	Validity Period
1.	1 st	C+		2003	05 Years
2.	2 nd	B	2.66	2009	05 Years

1.7 Date of Establishment of IQAC:DD/MM/YYYY

23/04/2013

1.8 AQAR for the Year (for example 2010-11)

2013-14

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

- i. AQAR _____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous College of UGC

Yes No

Regulatory Agency approved Institution
(e.g. AICTE, BCI, MCI, PCI, NCI)

Yes No

Type of Institution

Co-education Men Women
Urban Rural Tribal

Financial Status

Grant-in-aid UGC 2(f) UGC 12B

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI(Phy Edu)

TEI(Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Maharishi Dayanand University, Rohtak

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. /University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)
(College of Excellence, CoE by State Govt.)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	-
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institute Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC:

(Inaugural Meeting)

A foundation meeting of the IQAC was held with various committees on 23rd April, 2013 to discuss the different activities to be undertaken during the session July 2013- June 2014.

The following suggestions were made:-

- To prepare and submit Annual activity calendar by 18th July.
- To ensure that the govt. grant is properly utilized in time.
- To hold Seminars/Conferences/Extension Lectures/ Workshops in their respective fields.

- To organize competitions at Inter and Intra College level.
- To make a conscious effort to meet the aims and objectives of the committees with which they have been formed by the Haryana govt.

(17th September 2013)

A meeting of the IQAC was held in the meeting room on 17th September 2013 to discuss various activities undertaken by various committees for the session 2013-14. The following observations were made:

1. The IQAC appreciated the efforts made by various admission committees for meticulous completion of admission process strictly in accordance with MDU, Rohtak and Haryana Government guidelines. Despite of a few initial hiccups the online admission process was a success.
2. The IQAC also appreciated the successful admission in the Hostel. A Fresher party was organized under the guidance of Mrs Archana Soota, (Chief Warden) and Mrs Madhu Arora (Hostel Warden) and Mrs. Sarla Gupta (Hostel Superintendent) to welcome the new Hostellers.
3. The Incharge (Work) Sh. Suresh Dhanerwal brought it to the notice of IQAC that the New Teaching Block comprising Eight Classrooms and two sets of wash rooms has been taken over from PWD (B&R) which was constructed by deposit of Rs 107 Lakh with PWD (B&R).
4. The Incharge (Works) also informed that a grant of Rs. 25 Lakh from UGC (Golden Jubilee Grant) and Rs, 30 Lakh from D-Plan (Through ADC cum District Planning Officer) had been received for extension and construction of Student Activity Centre and the said work had been started.
5. The IQAC appreciated the effort put in by faculty members towards achievements in different fields
 - i. Honorable President of India Mr. Pranab Mukharji granted Mrs. Yogita Bajaj Assistant Professor of English ‘Silver Medal’ for her commendable and inspiring work in ‘Census 2011’
 - ii. Dr Kuldeep Yadav, Associate professor, Department of Geography participated in the Training Programme on “Basics of Remote Sensing & GIS” from 17th June to 30th June 2013 held by the Department of Geography, Jamia Milia Islamia, New Delhi.
 - iii. Dr Kuldeep Singh Kait Assistant Professor, Department of Geography participated in the Training Programme on “Basics of Remote Sensing & GIS” from 17th June to 30th June 2013 held by the Department of Geography, Jamia Milia Islamia, New Delhi. He also participated in ‘International Conference’ organised by ‘National Department of Geography, Jamia Milia Islamia, New Delhi.
 - iv. Sh. Suresh Dhanerwal worked as member UG Board of Studies BSc Biotechnology of MDU, Rohtak and CDLU, Sirsa and Integrated PG Board of Studies for MSc Biotechnology KU, Kurukshetra.

6. A Talent Search Competition was organized to look for the hidden talents among the freshers and to hone their skills for holistic development.
7. An “Anaemia Prevention and Control Programme (ARSH)” was organized by the Civil Hospital under the aegis of The Red Cross Society of the College under the guidance of Dr. Rajbir Gaur, Associate Professor of English and Dr. Anupma Yadav, Associate Professor (Zoology). Four Thousand girl students underwent health Check- up for their Hemoglobin and those found Anaemic were provided
8. The Department of English, under the able guidance and supervision of HOD Dr. Chetna Sehrawat and Mrs. Anita Popli, organised Hand Writing Competition
9. The Hindi Literary Society organized an Inter Class Essay Writing Competition on ‘Hindi ki Dasha Aur Disha’ on 14th September, 2013 under the guidance of HOD
10. Sushma Sharma HOD of Sanskrit Department and Dr. Kiran Bala organized a ‘Shlokocharan and Sambhasan’ in which students participated with great enthusiasm .
11. P. C. Ray Society of the college under the guidance of Smt Lakshmi Bishnoi, Associate Professor of Chemistry organized various activities like Chart Making, Model Making and Essay Writing Competitions.
12. Home Science Department under the able guidance of Dr. Anita Behal displayed various artifacts created by the College Students in the Art-Gallery of the college.

(18th December, 2013)

A follow –up meeting of IQAC was held with various committees on 18th December,2013 to deliberate the activities performed during the months of October, November and December.

1. The IQAC appreciated the effort put in by faculty members towards achievements in different fields:
 - a. Central University, Haryana conferred Ph. D degree to Associate Professor of English Ms. Venu Madan in the month of October, 2013.
 - b. Sh. J.P Kaushik was also awarded Ph. D degree by Central University, Haryana in the month of November, 2013.
 - c. Dr Kuldeep Yadav, Associate Professor and Dr Kuldeep Singh Kait Assistant Professor, Department of Geography attended and presented papers in National Seminar held in Govt. College , Sidhrawali in October , 2013.
 - d. Dr Madhu Malik Assistant Professor, Department of Commerce attended an Orientation Course from 28th November, 2013 to 25th December, 2013 organized by Academic Staff College, Chandigarh.
2. Monthly assessment tests were conducted regularly to assess the students and then based on these marks and their attendance, internal assessment was prepared and sent to the University.
3. Examination Branch of College conducted Semester Examination efficiently according to date sheet issued by MDU, Rohtak.

(Final Meeting)

A final meeting of the IQAC was held on 19th April, 2014 to discuss various activities undertaken by various committees.

1. The IQAC appreciated the effort put in by faculty members towards achievements in different fields:
 - i. Dr Mukesh Kumar Assistant Professor, Department of Commerce was awarded with Ph. D degree by Rajasthan University , Jaipur in January ,2014.
 - ii. Dr Kuldeep Singh Kaith participated in the International Conference on ‘Dynamics of Urban Development and Wetland Management in East Kolkata Wetland’ in the Department of Geography, MDU Rohtak. He also attended a Winter School Training Programme in the field of Geospatial Technologies organized by Department of Geography Kirori Mal College, University of Delhi and Society for Geoinformatics and Sustainable Development (SGSD), Gurgaon from Jan 15 to Feb 4, 2014. Four papers were published in Geographical Zetetic , Issue-I,Vol-I, Jan-Mar, 2014.
 - iii. Dr Madhu Malik, Assistant Professor, Commerce was awarded Ph. D degree in March 2014,by Punjab University, Chandigarh.
 - iv. Smt Sushma Sharma, HOD Sanskrit Department and Smt. Saloni Verma, Head of Psychology Department were felicitated on 25th March, 2014 by the ‘Youth Welfare Department’ of MDU Rohtak for their contribution in the cultural field.
2. The festival named ‘Sargam-2014’ was organized by the joint effort of Music and Home-Science department on 22nd February, 2014. Many cultural and social competitions were held in it. Approximately 500 students actively participated in it.
3. ‘Utkarsh-2014’ was organized in the college in February, 2014 in which approximately fifty stalls of games, eateries, artificial jewelry, paintings etc. were put up. The main attraction of the programme was ‘The Fashion Show’ in which students demonstrated various traditional Indian dresses like Lehanga, Saree and Suits. The programme was efficiently monitored by Dr Venu Madan, Dr Anita Behl, Dr Shashi Kalia, Sh. Lokesh Sharma, Dr Jitender Malik and many other Professors.
4. English Literary society is being run efficiently under the able guidance of Dr Chetna Sehrawat, the Head of the Department and Smt. Anita Popli. This Society organized ‘Spelling Competetion’ on 11 February, 2014. It also organized ‘English Poetry Recitation ’ competition in the college on 18th January,2014. An Extension lecture was also delivered by Dr. Jaivir Hooda (Professor in the English Department), MDU Rohtak in Janauary,2014 on the subject “Critical Theories”.
5. History Society is being efficiently run by the Head of the Department Smt. Reeta Gaur. It organized a ‘Declamation Contest’ in the college on 10th February, 2014. The society also took the students on an ‘Educational Tour’ to Hisar on 20th February, 2014 wherein they gained knowledge about ‘Rakhigarhi’(Center of Indus Civilization),’Gujri Mahal’ and ‘Agroha Dham’.

6. The head of the Department, Smt. Amita Gupta runs the 'Commerce Society'. The society organized a Workshop on financial Literacy in March, 2014. The "SEBI" certified trainers threw light on Modern Investment Tools , New saving habits of Customers ,Customer Complaints and Redressal System of SEBI etc.
7. The 'Science Society' is run by the collective effort of Botany, Zoology and Biotechnology department. It is headed by Associate Professor Dr Anupama Yadav. The students of the college participated in a 'Science Exhibition Competition' organized by Higher Education, Haryana. It also organized an 'Inter College Power Point Presentation Competition' on 28th January, 2014 in which seven colleges participated and the college team did a wonderful job by securing the 'First Prize'.
8. In 'Digital Society', Physics, Computer Science and Maths Department work collectively. National Voters day was celebrated on 21st January, 2014 under the supervision of ACP Smt Sangeeta Kalia in which she motivated the students to contribute in selecting a good government by using their 'Right To Vote'.
9. 'Hindi Literary Society' which is headed by Dr. Raghubir Singh Boken organized in the College Campus an 'Inter College Speech Competition' on 27th March, 2014 in which the college secured II prize. The college participated in "Fagun Utsav" organized by MDU Rohtak in February, 2014 in which it bagged the first prize. Thereafter on 3rd April, 2014 Dr Nand Lal Mehta delivered an 'Extension Lecture' on 'Hindi Ka Bhashik Mehatva tatha Abhiviyakti Samarthaya'.
10. 'Sanskrit Literary Society' functions under Smt. Sushma Sharma. The College participated in 'Inter Zonal Youth Festival' in which College bagged the first position and due honour was given by MDU Rohtak on 25th March, 2014.
11. Under 'P.C. Ray Society', students of the college participated at the District Level and Zonal Level Science Exhibition in January, 2014. In Zonal Level college secured second prize.
12. Under Home Science Society the students of the college participated in 'Flower Decoration Competition' held at Leisure Valley Park and won first and second prizes. The college also got second prize in 'Rangoli Competition' in the same event. A student of the Home-Science department won second prize in 'Slogan Writing Competition' organized by the 'Literacy Cell' of the college.
13. College magazine 'Ramneek' is published annually to provide a platform to the students to exhibit their creative talent. Dr J.P Kaushik, Associate Professor of English is the Chief-Editor of this magazine.
14. Alumni association of the College organized 'Third meeting festival' on 9th February, 2014 in which more than 120 students participated. This association is run by Dr Raghubir Singh Boken'.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Prepare and submit annual activity chart well in time and propagate to students in order to ensure improvement in academic/co-curricular performance.	<ol style="list-style-type: none">1. Subsequent meeting of HoDs/Teacher incharges of activities/cells were held and they were directed to chalk out academic calendar.2. Organisation of Fresher Party in Hostel.3. Ensure monthly assessment of students.
Ensure proper and timely utilization of Government Grants	<ol style="list-style-type: none">1. Measures taken to ensure timely utilization of UGC golden jubilee & ADC, Gurgaon grant.2. Timely organisation of co-curricular activities and education tours and submission of Utilization Certificate thereof.
Organisation of Conference & Seminars	<ol style="list-style-type: none">1. Meeting with HoDs was held and they were encouraged to send proposal to various funding agencies including Higher Education Haryana for conduct of conference & seminars.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other Body

Provide the details of the action taken:

The **College Council** has approved the AQAR.

Part – B

CRITERION – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of Self-Financing programmes	Number of value added/Career Oriented programmes
PhD				
Post Graduate	07			01
Under Graduate	18			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01
Others				
Total	25			02
Interdisciplinary				
Innovative				

1.2 (i) **Flexibility of the Curriculum: CBCS/Core/Elective Option/Open Options:** Curriculum is designed by the university and no CBCS at present.

(ii) **Pattern of Programmes:**

Pattern	Number of Programmes
Semester	26
Trimester	
Annual	01

1.3 **Feedback from stakeholders***

(On all aspects)

Alumni Parents Employers Students

Mode of Feedback

Online Manual Co-operating Schools (for PEI)

*Please provide an analysis of the feedback in the Annexure: (See [Annexure-I](#))

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

Yes, Revision & update of syllabi is done by University and the college implement all the changes.

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

No

CRITERION-II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
88	30	58	N/A	Nil

2.2 No. of permanent faculty with Ph.D.

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

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

Note: Recruitment and transfer are done by the Haryana Government itself through HPSC & DHE respectively.

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	04	-
Presented papers	-	04	-
Resource Persons	-	-	-

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

- Use of ICT by the students with Internet facility both in the hostels and college campus.
- Presentation & interactive sessions group discussions of students. Extension lecturers & deliberations by experts.
- Computer classes for students. Soft skill training programmes. e-learning courses.
- Echo Club and Trans-Plantation drives, Clean and Green campaign. 'Utkarsh' Fair to inculcate the entrepreneurship skill among students Crossover learning by arranging expeditions and trips.
- A modern language lab and computer lab have been established. WiFi network was setup training sessions for facing interviews.
- Use of documentaries and movies for teaching.

2.7 Total No. of actual teaching days during this academic year

As per UGC and Haryana Govt. guidelines

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

- The students are evaluated based on continuous internal assessment and the external examination conducted by the university at the end of the semester.

- The institute adopts various methods for assessing students like regular class tests, quiz, competitions, presentations, assignments, projects etc.
- Transparency, evaluation & rechecking processes followed to give justice to students. Students allowed to procure photocopies of answer sheets on demand.
- Question papers consist of all types of questions like objective, short & essay - type questions.
- On the spot marking procedure followed for fair & quick evaluation.
- Reforms from time to time to maintain confidentiality and quality in examination/evaluation. College has implemented in the semester system and number of courses are on CBCS pattern.
- Internal assessment was introduced to create seriousness among students towards the attendance.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development/workshop -

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of The Programme	Total No. of Students Appeared	Total No. of Students Passed/Degree Awarded
B.A.	396	122
B.A.(Hons) Eco	26	21
B.A.(Hons) Eng	36	18
B.A.(Hons) Geog	40	31
B.A.(Hons) Hindi	33	22
B.A.(Hons) History	24	13
B.A.(Hons) PolSc	36	18
B.Com	318	241
BBA	152	87
B.Sc(BioTech)	30	17
B.Sc(HomeSc)	30	24
B.Sc(Hons)Botany	24	16
B.Sc(Hons)Maths	49	16
B.Sc(Hons)Zoology	28	17
B.Sc	419	199
BCA	98	64
M.A.(Eng)	42	14
M.A.(Geog)	34	14
M.A.(Music)	30	21
M.Com	54	35
M.Sc(Comp Sc)	40	27
MCA	58	50

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

- IQAC approves the academic calendar.
- It works towards creating a learner -centric environment conducive to quality education. It circulates information on various quality parameters of higher education.
- It encourages organization of inter & intra institutional workshops, seminars, deliberations and talks on quality related themes.
- It attains regular feedback from students, parents & other stakeholders on quality related institutional processes.
- It tries to develop & maintain the institute's database for enhancing the institutional quality.
- Encourages the teachers to use modern teaching aids like usage of ICT.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC- Faculty Improvement Programme	
HRD Programmes	01
Orientation Programmes	02
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	36	No	No
Technical Staff	29	53	No	No

CRITERION – III

3. Research, Consultancy and Extension

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

- Both Teachers and students are encouraged to take up research projects. Facilities like library and internet etc. are provided.
- Display of circulars / Notices of the granting agencies on the notice boards
- Post Graduate students carry out training and projects in various institutes and companies.
- Faculty members of various departments are involved in PhD and M.Phil guidance.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-Index Nos in Scopus

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

Nature of Project	Duration Year	Name of funding agency	Total grant sanctioned (Lakhs)	Received (Lakhs)
Major Project	NA	NA	NA	NA
Minor Project	NA	NA	NA	NA
Interdisciplinary Project	NA	NA	NA	NA
Industry Projects	NA	NA	NA	NA
Project sponsored by University/College	NA	NA	NA	NA
Student research projects <small>(other than compulsory by the University)</small>	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA

3.7 No. of books published

i) With ISBN No. Chapter in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/Funds

3.9 For Colleges

Autonomy CPE DBT Star Scheme

INSPIRE CE Any other(specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring Agencies	-	-	-	-	-

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

3.13 No. of collaborations

International **National** **Any other(specify)**

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency **From Management of University/College**

Total

3.16 No. of patents received this year

Type of Patent	Applied/Granted	Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	District	College
01	00	01	00	00	00	00

3.18 No. of faculty from the institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the institution

00

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	-	SRF	-	Project Fellow	-	Any other	-
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3.21 No. of students Participated in NSS events:

University Level State Level

National Level International Level

3.22 No. of students participated in NCC events:

University Level State Level

National Level International Level

3.23 No. of Awards won in NSS:

University Level State Level

National Level International Level

3.24 No. of Awards won in NCC:

University Level State Level

National Level International Level

3.25 No. of Extension activities organized:

University Forum College Forum

NCC NSS Any Other

3.26 Major Activities during the year in the sphere of extension activities and institutional Social Responsibility

1. The Students of the College under Legal Literacy cell under the able guidance of Dr Madhu Raj, Associate Professor, English participated in District level Competition organized by Dronacharya College, Gurgaon on 8th Nov. 2013. The students brought laurels to the college by winning 1st prize in Hindi Poetic Recitation, Essay Writing, Debate, Slogan Writing and 3rd prize in Painting Competition.
2. One hundred Five Hostellers were taken for a visit to the Trade Fair held at Pragati Maidan, New Delhi
3. Zonal Youth Festival was organized by 'Kamra Indian Institute of Technology', Gurgaon from 26th October to 28th October, 2013 in which the performance of the college was outstanding. The College bagged 7 First Prizes, 10 Second Prizes and 6 Third Prizes.
4. The students of the college participated in 23 various competitions in Inter Zonal Youth Festival organized by Maharshi Dayanand University in November, 2013. The students made the college proud by winning 3 first, 5 second and 2 third prizes.
5. Kumari Ginni, a student of BBA II Year added feather in the cap of the college by winning Gold Medal in 'Maharshi Dayanand University Taekwondo Championship'. She also represented MDU Rohtak in 'All India Inter University Taekwondo Championship'. Kumari Ritu of B.A.II too won Silver Medal in 'Maharshi Dayanand University Taekwondo Championship' (50 kg weight). In the field of women boxing Kumari Ritu, a student of B.A. II of the college won Silver Medal in 'Maharshi Dayanand University Competition'. She was also selected in National Open Boxing Championship.
6. In NCC, 42 cadets of the college participated in Annual Training Camp organized by Kendriya Vidyalaya Rohtak from 11 Oct. to 20 Oct. 2013. All the activities of NCC were carried out under the agile guidance of NCC Incharge Mrs. Gian Devi.
7. English Literary Society organized an 'On the spot Essay Writing Competition' on 14th Oct. 2013. Another 'Essay Writing Competition' was also organized on 28th Oct. 2013.
8. The Digital Society of Physics, Computer Science and Mathematics Department organized an educational trip in which the students were taken to Ajmer and Jaipur in the month of November.
9. Home Science Society organized a Fashion Show that focused on Indian & Western attire in the University Festival "Sargam" in the month of November. M.D.U organized a two days "Haryanavi Food Fest" in which students of the college put

- more than 20 stalls that catered to palatable Hayanavi dishes. The College did extremely well by winning a prize of Rs. 5100.
10. In accordance to the instructions by MDU Rohtak the Examination Branch conducted 'Environment Study Examination' for the first year students of all the BA, BSc and BCom students. Annual Prize Distribution function and Convocation ceremony were also organized efficiently by The Examination Branch of the college.
 11. The festival of Lohri and Makar Sakranti were celebrated with great zeal by the students of Hostel on 14th January, 2014 and 15th Jan, 2014 respectively. These students were also taken to 'Handicraft Mela' held at Surajkund, Faridabad in February, 2014. Senior students were given a warm farewell. On this occasion, Principal of the college Dr. Usha Malik wished the best for their future .-
 12. Various cultural programmes were organized in the college in March, 2014 in which the students demonstrated their multiple talents.
 13. Under the able guidance of Dr. Sunita Dhaka , on 18th February, 2014, Women Cell of the College organized a discussion for the college students on the topic 'Crime against Women's Girl Child'. In this programme Mrs. Usha Kundu Deputy Commissioner of Police ,Gurgaon acquainted students with ill effects of Female-Feticide .An Extension Lecture was delivered by Dr Saroj Sharma, Principal, Vaish College Rohtak on 'Women Empowerment' in which she threw light on 'Rights of the Women' and their exploitation. International Women day was celebrated on 8th March, 2014. The chief guest of the day 'Dr Vibha Khanna' Principal of Govt. College Bawal (Rewari) familiarized the students with the rights and duties of women. She laid stress on their education and economic self-dependence. On this occasion the Associate Professor of Hindi Department Dr Anju Lata Gaur recited her self-composed poem.
 14. Legal Literacy cell organized 'A Division Level' programme on 25th Jan, 2014. 38 students from 9 colleges participated in 6 competitions.
 15. Mr. Sunder Singh, Assistant Professor of Commerce, who heads the SC Cell of the college, led an educational trip in March, 2014 to Jaipur, Ajmer, Pushkar and Udaipur.
 16. The SC Cell launched a campaign to open saving bank accounts in State Bank Of India . The employees of bank visited the college and opened account of 600 students.
 17. The Placement Cell of the college under the supervision of Dr Suresh Dhanerwal organized extension lectures by Dr. Jaibir Singh Hooda (Professor english Department) and Amit Dahiya.
 18. The Placement Cell provided employment training to 1200 students of 26 different colleges of Gurgaon Zone. Job-Fair was organized in the college on 5th March 2014 in which 225 students were selected by various companies.

19. Annual Athletic Meet was organized under the supervision of Dr Shobha Narang, Department of Physical Education.
20. The cadets of NCC were trained by Constable Ram Raj Prajapati from 10th February to 15th February, 2014 .10 cadets of NCC participated in Inter College NCC Competition held in Govt College Sidhrawali (Gurgaon). Seventeen cadets of NCC passed 'C' Certificate examination held in Sir Chottu Ram Stadium, Rohtak on 16th February , 2014.
21. NSS unit of College which is supervised by Smt. Yogita Bajaj, Dr Madhu Malik and Smt.Sangeeta Bhatia organized a 'Seven Day Camp' in Chandan Nagar Gurgaon from 12th March to 18th March, 2014 to spread awareness among the children and women of Chandan Nagar towards the importance of cleanliness & education. Various cultural programmes and extension lectures were organized during this camp. A Personality Development Workshop was organized by Navjyoti Enterprises . A meditation & Yoga camp was organized by Sh. Anuj Malhotra, a member of 'Art Of Living' group.
22. 'Earn While you Learn' scheme introduced by Haryana Govt.was successfully implemented by Mrs. Kusum Bareja, Associate Professor (Physics). Eighty three students were benefited from this scheme.
23. LCD and computer in the labs of Geography, Psychology, Physics and Botany department were installed. These rooms are used by the faculty to teach via Power Point and students give frequent presentations.
24. Under the guidance of the Principal, Dr Usha Malik and the supervision of Associate Professor of music Dr Shashi Kalia 'College Band' was formed. Students from different departments are members of it. This is a unique attempt made by Principal in Haryana.
25. Art gallery was established in this year in which ancient lifestyle formed an important component. It exhibited handicrafts of ancient importance.

CRITERION-IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	31.6 Acres	-	Haryana Govt. Fund	31.6 Acres
Class Rooms	33		-do-	33
Laboratories	30		-do-	30
Seminar Halls	01		-do-	01
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	-	Equipment for Lab upgradation	-do-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-do-	-
Others				

4.2 Computerization of administration and library:

In Process of computerization. Most of the books are issue/ return with the help of Smart card/Bar Coded Library Card. The Library is OPAC enabled.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	69043	-	866	3,00,000/-	6909	-
Reference Books						
e-Books	-		-	-	-	
Journals	-		-	-	-	
e-Journals	-		-	-	-	
Digital Database	-		-	-	-	
CD & Video	Few CDs & Videos are available in respective departments			-	-	
Others(specify)				-	-	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	241	141	2MBPS ILL 10- 512Kb NMEICT	-	-	08	35	Softskill-32 Commerce Lab-16 Time Table-01 UGC/NRC- 04 Library-04
Added		-		-	-	-	-	-
Total	241	141	-	-	-	08	35	57

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

Internet is available on all computers of computer Lab. Also, campus is enabled with wi-fi. Students and teachers both have access for Internet and computers in the campus.

Students take computers classes Using ICT and also practicals for the development of their soft skills.

4.6 Amount spent on maintenance in lakhs:

1.	ICT	-
2.	Campus Infrastructure and Facilities	25 Lakh
3.	Equipment	-
4.	Others	-
5.	TOTAL	-

5. Student Support and Progression

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

- Implement advanced technological strategies for the Teaching-Learning process.
- To inculcate moral / ethical values among the students.
- To ensure the advancement of Higher Education.
- To undertake quality related research projects and training programs for students.
- To impart basic knowledge of computer and to strengthen communicative skills to all the students to enhance the employability.
- To ensure the participation of all the students in the extracurricular activities to build their self-confidence.
- To make students work for conservation of environment and for woman equality.

5.2 Efforts made by the institution for tracking the progression

- Regular documentation of achievements and progressions of the students is maintained.
- Regular Meetings with the students are held by IQAC.
- The students who excel in various fields are honoured on the annual day of the institute.
- Feedback from students helps the authorities to improve the performance and to march towards progression.
- Committees for Result Analysis, Student Progression in cultural, sports and other extra-curricular activities conduct a variety of activities throughout the year.

5.3 (a) Total Number of students

U.G.	P.G.	PhD	Others
6564	610	-	-

(b) No. of Students outside the state

64

(c) No. of international Students

-

Men

No.	%
-	0

Women

No.	%
-	0

(d) College Students:

Last Year					This Year				
General	SC	ST	Physically Challenged	Total	General	SC	ST	Physically Challenged	Total
5969	1011		N/A	6980	4800	2364		N/A	7164

Demand Ratio:- 1:6 (app)

No. of average Dropout students: 125(UG)

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

- To enrol a number of students for the particular session for various personality development programmes to grow their personality as per their subjects, fields and interest.
- To make a list of potential employees for hiring our graduates
- Various books for competitive exams are available in library.
- To organize various activities like job fair, summer training and internship programme.
- It was suggested to obtain feedback from industries and companies participating in job fair.

No. of student beneficiary

Approx. 600 Students

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The regular meeting of students and teachers in tutorial groups help in personal counselling.
- Psychological and Clinical counselling
- Training workshops are arranged for the students for placement and facing interviews.
- Timely display of information for placement in various fields.

No. of Students benefitted: Approx 500

5.7 Details of campus placement

No of companies visited	No of Students participated	No. of placements

5.8 Details of gender sensitization programmes

- Women Cell of the College organized a discussion for the college students on the topic 'Crime against Women's Girl Child'.
- Home Science department organised various competitions namely cooking, Rangoli etc.
- Women Cell celebrated International Women's Day on 8th March by holding various Competitions, Debate etc.
- Legal Literacy Cell organizes regular district and state level functions to spread legal literacy in the students specially the poor, weak and down trodden ones, irrespective of their caste, creed or sex.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other Events			
State/University Level	<input type="text" value="50"/>	National Level <input type="text" value="04"/>	International Level <input type="text" value="-"/>
No. of students participated in Cultural Events			
State/University Level	<input type="text" value="73"/>	National Level <input type="text" value="-"/>	International Level <input type="text" value="-"/>
5.9.2 No. of medals/awards won students in Sports, Games and other events			
Sports: State/University Level:	<u>04</u>	National Level: <u>04</u>	International Level: -
Cultural: State/University Level:	<u>33</u>	National Level: <u>01</u>	International Level:-

5.10 Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1395	1,31,33,235/-
Financial support from other sources	-	-
Number of students who received international/ National recognitions	-	-

5.11 Student organised/initiatives

Fairs: State/University Level:	<u>01</u>	National Level: -	International Level: -
Exhibition: State/University Level:	<u>01</u>	National Level: -	International Level: -

5.12 No. of social initiatives undertaken by Students

5.13 Major grievances of Students (if any) redressed

- Unavailability of basic amenities at times in the campus.
- Personal problems of the girls.

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

“LIGHT MORE LIGHT” as our motto indicates our vision is to spread the light of education among women and to contribute towards their empowerment. So that our society can have educated, cultured, economically independent, confident and competent women who can contribute towards a prosperous and happy society.

Mission

- Spread literacy among girls.
- Empower girls.
- Overall development of students.
- Overall development of family.
- Development of society at large.
- To raise and sustain the quality of teaching and learning in order to achieve academic excellence.
- To provide compatible / professional education and to create a sense of competition among students so that they can have competency required for employment at national and global level.

6.2 Does the institution has a management information system: No

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

6.3.1 Curriculum Development

All the guidelines given by the University are followed properly. Lesson plans are prepared followed.

6.3.2 Teaching and Learning

The teaching and learning process is reviewed by HOD for the concerned teaching faculty and the feedback is communicated. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness. The Institution encourages teachers to expand their horizons by attending workshops, extension lectures, refresher courses and seminars so that they can keep themselves updated. Technology assisted teaching is pursued thorough PPTs, LCD Projectors, SMART class Rooms. Tutorial classes were also conducted for students. Laboratories are available for science subjects. Educational tours were also organised. Teaching and learning skills are updated and modified by the Higher Authorities, university officers, the Principal of the college and the suggestions forwarded by the students.

6.3.3 Examination and Evaluation

- The students are evaluated based on continuous internal assessment and the external examination conducted by the university at the end of the semester.
- The institute adopts various methods for assessing students like regular class tests, quiz, competitions, presentations, assignments, projects etc.
- Transparency, evaluation & rechecking processes followed to give justice to students.
- Students allowed to procure photocopies of answer sheets on demand.
- Question papers consist of all types of questions like objective, short & essay - type questions.
- On the spot marking procedure followed for fair & quick evaluation.
- Due credit is given to the students for their outstanding achievements in sports and co-curricular activities at the state, national and international levels during internal assessments.

6.3.4 Research and Development

The institution encourages the culture of research among teachers and students. The library is also well equipped with required number of titles and volumes of text books, computer hardware and software for conductive learning. To promote research, the college encourages its faculty members to participate and present papers in various States/National/International Seminars and Conferences. College provides its students an opportunity to come out with their views and experiences and share those opinions through annual college magazine. Students are made to understand the importance and necessity of research work by way of class projects and assignments. A few faculty members are engaged in guiding research scholars.

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Library is partially computerised.
- Most of the books are bar-coded.
- New and latest editions of books, journals and e-resources available.
- Internet facility is available in the college campus and hostel.
- Computer lab, Physics lab, Chemistry Lab, Zoology Lab, Botany Lab and Botanical Garden are available.
- College campus is well equipped with all required infrastructure facilities.

6.3.6 Human Resource Management

The institute takes care of its human resources well. The service rules are made transparent and they are given benefits and various extra facilities and incentives such as duty leaves and travel support. Also, information about knowledge enhancing programmes is provided. Faculty members get to teach their preferred area of interest according to their specialization. Faculty attends seminars and conferences to enhance and update their knowledge. Extension lectures and workshops are organized to cater to the diverse needs of learners.

6.3.7 Faculty and Staff Recruitment

The Recruitment of regular faculty and non-teaching staff is done by HPSC. However, at the beginning of each session the departments are required to submit their subject wise expected work load to the principal. Keeping in view requirements, the principal appoints visiting faculty as per and the UGC eligibility norms.

6.3.8 Industry interaction/Collaboration

The institution promotes industry interaction through the Placement Cell headed by the Placement Officer. The Cell promotes placement and industrial training for the students.

6.3.9 Admission of Students

- The admissions were made strictly in accordance with the state government and Maharshi Dayanand University rules.
- Online admission process was successfully implemented.
- Seat reservation norms are followed as per government and university rules.
- The college prospectus contains all the necessary and relevant information for the students.

6.4 Welfare schemes for Teaching/Non-Teaching employees and students

Teaching	<ul style="list-style-type: none">• Orientation, Refresher and short-term courses offered by HRD.• Duty leaves for various career advancement programmes.
Non-teaching	<ul style="list-style-type: none">• Staff quarters are provided in college campus.• Non-teaching staff has separate administrative office equipped with individual computers
Students	Scholarship Schemes, Placement and Career Counselling Cell, Women's Cell, Grievance Redressal Cell, Cultural Activities, Effective and active sports department.

	<p>Earn While you Learn Scheme: As per the directions of Directorate General Higher Education, Haryana the needy students belonging to economically weaker sections and meritorious students are allocated work in the college in their vacant lectures. They are paid for the work.</p> <p>Prizes: Students excelling in academics and other co-curricular activities are awarded certificates and prizes by college during Annual Function.</p> <p>Govt. Health schemes are implemented by the college like blood test, bone density test, Health related talks are arranged, and expert Doctors are invited for the same.</p>
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All the welfare govt. schemes are implemented in the college.

6.5 Total corpus fund generated:

Funds in various heads (AF, building fund, library fund, sports fund, cycle fund, science fund SAF, youth welfare fund, exam fund etc.) are generated from the fees collected by the students.

6.6 Whether annual financial audit has done: Yes No

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

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

6.8 Does the University/ Autonomous College declare results within 30 days? N/A (Results are declared by the affiliating university, MDU, Rohtak)

For UG Programs Yes No

For PG Programs Yes No

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

N/A; Examination reforms come in to the domain of the affiliating university, MDU, Rohtak.

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

The affiliating university gives autonomy to colleges in areas like conducting periodical tests, giving assignments and teaching methodology and Internal Assessment

6.11 Activities and support from the Alumni Association

The college has a registered Alumni Association which is actively involved in the growth of the college. They hold meetings from time to time to chalk out their plan of action. They contribute in the following ways:

- Provide financial aid and scholarships to the needy and deserving students.
- Invite prominent speakers to interact with students on women related and current issues.

6.12 Activities and support from the Parent – Teacher Association:

Through the parent Teacher Association, we get regular feedback about the working of the institute. We get suggestions from the parents for further improvements.

6.13 Development programmes for support staff:

Administrative staff is sent for training to HIPA, Gurugram and also they are sent at the regular intervals on various workshops such as capacity building, soft skills and various others as and when conducted by Higher Education Department and other bodies from time to time.

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

- The college has maintained a lush green beautiful campus with lots of plants and trees.
- Students are motivated to conserve electricity and water.
- Students are encouraged to use bio-degradable things.
- Reusing blank side of used paper and answer sheets of class test for office and other work.
- No garbage is allowed to burn in the campus.
- In hostel kitchens, only LPG is used.
- NSS units function actively in making the campus green by organizing activities like tree plantation & campus cleaning programmes.
- Environmental Science is a part of curriculum at under graduate level.

.7. Innovations and Best Practices

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

- | |
|--|
| <p>(i) Academic –</p> <ul style="list-style-type: none">• Suggestion/Complaint box for the Students• Every student has to undergo basic computer training to make them Computer Literate and has to opt for EVS during their first year.• The college is equipped with a AVA like OHPs, LCD Projectors.• A modern language lab and computer lab have been established.• WiFi network was setup.• Job fair organized where a number of companies participate. Prior to the job fair, students are trained in communication skills and facing the interview. <p>(ii) Administrative- Computerization and online system of accounts.</p> <p>(iii) Internal assessment (Each semester)</p> <p>(iv) Infrastructural-</p> <ul style="list-style-type: none">• Eco friendly campus.• Installation of generators.• Well Equipped computer labs.• Hostel facilities.• Computer facilities in many Departments.• Water coolers.• Well-developed canteen. <p>(v) Other facilities:</p> <ul style="list-style-type: none">• I Q A C.• Setting up of placement cell. |
|--|

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

<p>In the academic year 2014-15 the decisions taken up in the meeting of the IQAC regarding the plan of action put to practice.</p>

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

1. The Job fair organized by the institute annually in which the students from the colleges of this zone are provided an opportunity for placement.
2. Many competitions and functions were organized for all round personality development of the students.

7.4 Contribution to environmental awareness / protection.

A Campus Beautification Committee has been set up which works on maintaining the greenery in the college. Greenery is also maintained under tree plantation drive undertaken by NSS and NCC. Students are motivated to plant trees under EVS. Gardeners have been outsourced for the maintenance of greeneries. EVS examination is also conducted for 1st year students for environmental awareness.

7.5 Whether environmental audit was conducted?

Yes No

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

Strength

- Dedicated, well qualified and updated faculty, State of the Art Infrastructure.
- Well-equipped labs
- Staff and Student development programs like seminars, extension lectures are conducted.
- Use of ICT.
- Accessibility of internet (wi-fi facility)
- four hostels for girls.
- wide range of programmes /courses for the students.
- Meager amount of fees for the girl students.
- Various scholarship schemes offered by the Government.

Weakness

- Shortage of classrooms.
- High student-teacher ratio.
- Inaccessibility of latest technologies in teaching and learning.
- Institute lacks in research Centre.
- Under staffing at many levels.
- Inadequate funds to overcome various shortcomings.

Opportunities

- Overall personality development of student prepares them for self-employment Placement.
- To take up social responsibilities.
- Enables them to face all sorts of interviews and to appear in competitive exams.
- Being in Gurugram it helps students explore various avenues.

Threat

- Due to inclination of the students for skilled based programmes, traditional programmes like Sanskrit are facing the threat of vanishing.

8. Plans of institution for next year

Keeping in view the changing educational, social and economic scenario of this area the institute has a perspective plan for development. Excellence, truth and service are our top priorities. Some proposals have been sent to UGC, New Delhi seeking more funds for the merged schemes, extension of girls hostel, books & journals, equipment, smart class rooms etc to improve the teaching learning quality.

Sd/-

Signature of IQAC Coordinator

Sd/-

Signature of Principal

ANNEXURE-I

Feedback from Stakeholders

Feedback from all stakeholders including Alumni, Parent, Employer, Students has been given a very important place in policy making, IQAC decision, curriculum suggestion to the university and implementation of curriculum. Major features of feedback process were:

METHOD: MANUAL

1. **Feedback from Students:** A box has been placed in administrative area near Principal office for collection of anonymous/named feedback/suggestions from students on their problems/suggestions pertaining to all areas specially curriculum, its contents, relevance, employability, future scope, implementation of curriculum etc. A committee comprising of senior most staff member under the guidance of Principal has been set up to take up the feedback periodically and suggest necessary action to the Principal.
2. **Feedback from Parents:** Regular interaction of class teachers with parents is encouraged starting from summer vacation with counselling sessions on admissions. Principal is accessible throughout the working hours to the parents to provide feedback and discuss the problems being faced by their wards.
3. **Feedback from Alumni:** Regular alumni interactions are made including alumni meet where various suggestion/feedback is received through elected office bearers of the association.
4. **Feedback from Employer:** The college is under direct control of the Haryana Government through Director General, Higher Education. The authorities have a constant control/observation at the daily activities being performed in the college, further officers from department visit the college regularly. The daily activities including implementation/revisions of curriculum are very much controlled/supervised by the department of higher education and any feedback/direction from the department is of utmost important.