

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

AY: 2014-15

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

INDEX

<u>SNO</u>	<u>ITEM</u>	<u>PAGE NO</u>
01	PART-A	<u>03</u>
02	PART-B	<u>11</u>
03	CRITERION-I	<u>11</u>
04	CRITERION-II	<u>13</u>
05	CRITERION-III	<u>17</u>
06	CRITERION-IV	<u>24</u>
07	CRITERION-V	<u>26</u>
08	CRITERION-VI	<u>28</u>
09	CRITERION-VII	<u>34</u>

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
FOR THE ACADEMIC YEAR, JULY 01, 2014 - JUNE 30, 2015

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	Smt. Indu Jain
Tel. No. with STD Code	+91-124-2320783
Mobile	+91- 9818637201
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/AQAR2014-15.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)

2014-15

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 2013-14

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:

(06th May 2014)

A foundation meeting of the IQAC was held with various committees on 6/5/ 2014 to discuss the different activities to be undertaken during the session July 2014- June 2015.

The following suggestions were made:-

- To chalk out Annual activity calendar of various committees and submit the same by 20th 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 ensure that the aims and objectives of the committees are met within the scheduled time.
- Legal Literacy Cell was suggested:
 - ❖ To spread legal literacy amongst the citizens of India, especially, the weak, down-trodden and poor, irrespective of race, caste, sex, colour or creed;
 - ❖ To organize Legal Literacy/Legal Awareness Camps on the topics concerning SC/ST, Women and children and general public, so that the common man may be made aware about their legal rights;
 - ❖ To distribute books, pamphlets, folders amongst the masses and display flex banners/calendars/copies on the different occasions so that they may be made aware about their legal rights;
 - ❖ To organize skits and Nukkad-Nataks, and display documentary films;
 - ❖ To organize legal literacy classes for women in small groups like neighbourhood groups(NHG) and self-help groups(SHG);
 - ❖ To arrange talks, lectures, speeches by eminent personalities in the field of law, public affairs, social services, etc.
- Placement Cell was advised
 - ❖ To make students aware of the availability of career option.
 - ❖ To guide the students in developing skills so that they search best jobs and achieve their objectives.
 - ❖ To identify suitable potential employers and help them to achieve their hiring goals.
 - ❖ To organize activities concerning career planning.
 - ❖ To act as a bridge between students, alumni and employers.
 - ❖ To gather information about employment opportunities from net, newspaper.
 - ❖ To obtain feedback from industry and provide suggestions for some change in curriculum.
 - ❖ To work with faculty members, department Heads and administration to integrate career planning and academic curriculum and also arrange or help students to attend summer training/internship programmes.
 - ❖ To assist students develop /clarify their academic and career interests, and their short and long term goals through individual counseling and group sessions.
 - ❖ To motivate students to inculcate decision-making skills for a better career.
 - ❖ To assist students in obtaining final placement in reputed companies by organizing Job Fair in the college.
- Sports committee was suggested
 - ❖ To maximize the participation in sports.
 - ❖ To organize vocational training course programme.
 - ❖ To provide better coaching facilities.
 - ❖ To organize meetings with achievers at national or inter-national levels.

- ❖ To give inspiration to the outstanding youth by giving them suitable awards.
 - ❖ To provide better coaching facilities.
 - ❖ To honor the outstanding sports persons with cash awards.
 - ❖ To organize Coaching Camps.
 - ❖ To organize Intra and Inter college sports competitions.
- NSS Committee was advised
- ❖ To aim at developing student's personality through community service.
 - ❖ To inculcate a habit of selfless service in volunteers.
 - ❖ To emphasize the dignity of labour and self-help and the need for combining physical work with intellectual pursuits.
 - ❖ To motivate the volunteers to play their due roles in the implementation of various development programmes by planning and executing development projects, which not only help in creating durable community assets in rural areas and slums but also result in improvement of the condition of weaker sections of the communities.
 - ❖ To supplement the education by bringing them face to face with the community situation.
 - ❖ Conduct various camps and Activities like Campus Cleaning
 - ❖ Afforestation- Mass Tree Plantation in the campus and adopted villages/areas and upkeep of existing trees
 - ❖ To carry out Awareness Rallies procession creating awareness on issues such as cleanliness, say no to plastic bags, save girl child etc.
 - ❖ Inviting doctors for health camps
 - ❖ Literacy Campaign, Special camp on Environment issues.
- NCC committee was suggested
- ❖ To develop the personality of cadets by teaching them correct postures and making them self-reliant.
 - ❖ To develop qualities of character, courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the students to make them useful citizen.
 - ❖ To create a human resource of organized trained and motivated youth to provide leadership in all walks of life including the Armed Forces and be always available for the service of the nation.
 - ❖ To provide a suitable environment to motivate the Youth to take up a career in the Armed Forces.
 - ❖ To provide Formal training by organizing camps of 10-12 days duration on health and hygiene.
- Members of the Women Cell were advised

- ❖ To create awareness amongst students about the problems faced by women of all strata due to gender issues.
- ❖ To disseminate knowledge about rights and laws related to women.
- ❖ To create a sense of responsibility in the students and have healthy study and work culture in the college.
- ❖ To enhance the self- esteem and self- confidence of girl students in the college.
- ❖ To provide opportunities to girl students to participate in and interact at conferences etc. related to gender issues.
- ❖ To generate awareness of burning social issues for ensuring holistic education of students.
- Hostel Committee was directed
 - ❖ To ensure that accommodation is provided to the students coming from the distant cities.
 - ❖ To develop a sense of responsibility, belongingness, discipline in the students and create a serene environment.
 - ❖ To ensure that the students get the homely environment in the mess and surroundings are clean.
 - ❖ Healthy and nutritious food is supplied.
 - ❖ To inspire students to maintain cleanliness inside their room and outside also.
 - ❖ To create self-help groups, interaction groups.
 - ❖ To motivate students to create study environment.
 - ❖ To enable them to excel in their studies, maintaining good health, safe and secure life, enjoying all festivals existing in the rich Indian culture and participation in extra-curricular activities, essential for personality development.
- Canteen Committee was advised
 - ❖ To ensure that a healthy menu is maintained.
 - ❖ To ensure cleanliness of all canteen surfaces and equipment.
 - ❖ To be aware of the nutritional needs of students.
 - ❖ To ensure that all the employed canteen staff is maintaining high standards of health and hygiene.
 - ❖ To provide eatables as per the rate in the quotation and ensure regular supply.
- The Library Committee was required
 - ❖ To provide catalogue of books and other printed or recorded materials to the students.
 - ❖ To provide guidance and aid to the students in their use of the library's resources.
- The Cultural Committee needs
 - ❖ To organize talent search at the beginning of the session.
 - ❖ To improve their capabilities to work as a team and raise their level of self-confidence in interacting with fellow students and peers.

- ❖ To provide a platform to the showcase their hidden talents by organizing Talent Search competition in the college.
- Red Cross society was asked
 - ❖ To hold seminars for disaster management.
 - ❖ To promote the students for participation in the activities of the Red Cross.
 - ❖ To recruit, train and develop volunteers as necessary for undertaking philanthropist responsibilities.
 - ❖ To motivate students to donate blood.
 - ❖ To organize various Health awareness camps.
- The members of the 'Earn While You Learn Scheme' were
 - ❖ To engage the students with potential valuable as a valuable human resource.
 - ❖ To involve the students in management and functioning of the institution.
 - ❖ To give students hands on experience to prepare them for jobs in future.
 - ❖ To encourage young students to learn about dignity of Labour.
 - ❖ To prevent students from avoidable distractions and engage them in meaningful, positive activities.
 - ❖ To achieve better work efficiency at a lesser cost.
 - ❖ To enable meritorious and needy students to earn a reasonable amount every month to meet their expenses.
- The Educational Tour Committee was required
 - ❖ To inculcate a habit of caring and sharing among the students.
 - ❖ To give them a chance to experience new places.
 - ❖ To provide valuable educational opportunities away from the classroom.
 - ❖ To encourage more and more students to join educational tours.
- The Subject Societies were suggested
 - ❖ To organize various activities in their subjects.
 - ❖ To encourage the maximum participation in activities.
 - ❖ To organize Activities like quiz, debate, group discussions, essay writing competitions, dramatics, JAN (Just A Minute) sessions, poetic recitation.

(12th Nov 2014)

A Follow Up Meeting Of IQAC was held with various committees on 12 Nov.2014 to discuss the activities undertaken during the months of July, August And September.

(19th Jan 2015)

A Follow Up Meeting Of IQAC was held with various committees on 19.01.2015 to discuss the activities undertaken during the months of October, November and December.

(16th April 2015)

A Follow Up Meeting of IQAC was held with various committees on 16/04/2015.

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
Streamline the academic activities for the academic session	<ol style="list-style-type: none">1. Different departments were asked to prepare their time table and paste them over display boards.2. HoDs were asked to take measures for ensuring proposer attendance of students.3. Teachers were asked to take monthly assignments/tests.
Streamline Co-curricular activities for the academic session	<ol style="list-style-type: none">1. Committees were directed to chalk out their annual plan and display that.2. Legal literacy cell was asked to conduct programs for spreading legal literacy among students.3. Placements cell was asked to chalk out their annual plan to ensure maximum participation of students.4. Sports incharge was directed to display university sports calendar.5. NSS & NCC committees were asked to enrol new students against the annual vacancies created.
Organisation of Seminars/Workshops/Conferences	<ol style="list-style-type: none">1. Proposals were submitted to various agencies including HEC regarding organisation of Seminars etc.

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

1.3 (ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	26
Trimester	
Annual	01

1.4 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of Feedback Online Manual Co-operating Schools (for PEI)

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

1.5 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.

1.6 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
84	26	58	N/A	

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	03	02	-
Presented papers	03	02	-
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

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)	419	199
B.Sc(Hons)Botany	24	16
B.Sc(Hons)Maths	49	16
B.Sc(Hons)Zoology	28	17
B.Sc	30	24

Title of The Programme	Total No. of Students Appeared	Total No. of Students Passed/Degree Awarded
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	01
UGC- Faculty Improvement Programme	
HRD Programmes	
Orientation Programmes	01
Faculty exchange Programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	01
Others	01

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	09	27	No	No
Technical Staff	30	23	No	No

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		03	

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 (other than compulsory by the University)	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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	District	College
02	00	02	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

02

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

JRF	-	SRF	-	Project Fellow	-	Any other	-
-----	---	-----	---	----------------	---	-----------	---

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

- A one-month training Programme of personality development sponsored by MLA Gurugram Mr. Umesh Aggarwal was organized by 'Placement Cell' in August 2014 under the able guidance of Sh. Suresh Dhanerwal.
- '39' Cadets of NCC were enrolled for the session 2014-2015 in the First Week of August.
- On 12 September 2014, A Tree Plantation drive was organized in the college campus by NCC Cadets.
- A Programme On "Energy Conservation and Its Alternates" was organized on 23rd September 2014 under NCC. 450 students were enrolled in NSS in the month of first week August.
- NSS Volunteers Participated in Independence Day Celebration On 15th August In The College Campus.
- In The Last Week Of August Interviews For Best Volunteers At District Level Was Conducted In The College By NSS Coordinator, Mr. Ranbir Gulia , MDU Rohtak And Two Of Our Volunteers Manisha And Sanskrit Were Selected As The Best Volunteers At District Level.
- In August 2014, Women Cell Organized "A Dance And Theatre" Workshop In College In Which 6 People Participated.
- On 24th September 2014 NSS Day Was Celebrated By NSS Volunteers And Also Volunteers Went To MDU Rohtak To Participate In Poster Making And Slogan Writing Competitions At University Level On This Occasion.
- A One Month "Basic Course As Beautician" Was Organized In The Month Of September And October In Which 25 Students Received Certificates.
- A Meeting of Legal Literacy Cell Was Held And A Decision Of Organizing Legal Awareness Camp And Legal Literacy Lectures Was Taken.
- A Committee Comprising of Dr. Rajvir Singh, Mrs. Kusum Bareja And Mrs. Geetika Selected 90 Students Under "Earn While You Learn" Scheme And They Were Deputed In Offices And Library Etc.
- 600 Students Residing in Girls Hostel Celebrated The Festival Of Teej And Independence Day.
- Talent Search Competition Was Held On 30th August 2014 By The Cultural Committee . 250 Students Participated In 12 Different Competitions.
- English Literacy Society Held A "Hand-Writing" Competition On 30th August 2014 And An "Essay Writing Competition" On 26th September 2014. History Society Held A "Debate" on 5th Sept. 2014.

- Hindi Literary Society Organized A Speech Competition On 14th September 2014 on the Occasion Of Hindi Divas
- In August 2014 Sanskrit Literary Society Organized “Sanskrit Shalok Recitation”.
- A Workshop On “Decorative Items Using Plaster Of Paris” Was Organized On 24th September 2014 By Home Science Department.
- Women cell organized a painting workshop in the month of Nov.
- NCC units of the college celebrated “Sardar Vallabh Bhai Patel Jayanti” on 31st Oct. 2014.
- NSS units of the college organized seven-day camp from 13.12.2014 – 19.12.2014 focusing on women safety and consumer rights.
- English literary association organized a quiz competition on 10.11.2014.
- Hindi Literary society organized a inter college essay competition on “Importance of Hindi “ in the month of Nov.
- An educational tour to Nanital Almota & Ranikhet was organized on 06.11.2014 to 10.11.2014 by Sh. Sunder Singh.
- A trip to Surajkund, Faridabad was organized in the month of Feb for hostellers.
- Women Cell celebrated Lohri on 13 Jan 2015.
- A ten days workshop on "Art and Craft" was organized in the month of Feb 2015. In this girls were given training of oil painting, glass painting and flower pot decoration.
- A division level programme was organized by Legal Literacy Cell on 30 Jan 2015 in which 38 students participated from ten various colleges in five different competitions.
- The Placement Cell provided employment training was given to students of different colleges of Gurgaon Zone. Job-Fair was organized in the college on 27th and 28th March 2015 in which 461 students were selected by various companies.
- Annual Athletic Meet was organized under the supervision of Dr Shobha Narang, Department of Physical Education and prizes were given by International Hockey coach Smt. Nirmala Dagar.
- ‘Utkarsh-2015’ was organized in the college on 13 March, 2015 in which approximately fifty stalls of games, eateries, artificial jewellery, paintings etc. were put up. The main focus of the programme was ‘Women Empowerment’.
- Calligraphy competition was organized by English literary society on 31st January 2015 .
- An Extension lecture “Indian Diaspora” was organized in the month of February.
- Hindi literary society made arrangement for students to participate in various inter-college competitions.
- An Extension lecture was delivered by Sh. Bhupender Kumar Asso. Professor Govt. college Bhadurgarh on Experiments in classical Music.

- An education tour to Dehradun, Mussorie was organized on 28.02.2015 to 04.03.2015 under the able guidance of Sh. Sunder Singh.
- Gorgon Nursing Home and diagnostic centre organized a programme on 8th March 2015 on “Beti Bachao Beti Padoo”.

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)	-	5.24551	-do-	-
Others	01(Auditorium)	-	RUSA	02

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	69909	-	511	2,05,000/-	70420	-
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 WiFi. Students and teachers both have access for Internet and computers in the campus.

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

4.6 Amount spent on maintenance in lakhs:

1.	ICT	-
2.	Campus Infrastructure and Facilities	Under PWD Department
3.	Equipments	-
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
6339	583	-	-

(b) No. of Students outside the state

N/A

(c) No. of international Students

-

Men	No.	%	Women	No.	%
	-	0		-	0

(d) College Students:

Last Year					This Year				
General	SC	ST	Physically Challenged	Total	General	SC	ST	Physically Challenged	Total
4800	2364			7164	6026	896	-		6922

Demand Ratio:- 1:6 (app)

No. of average Dropout students:-

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 600

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'.
- Women Cell celebrated International Women's Day on 8th March by holding Poster Making 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="45"/>	National Level <input type="text" value="04"/>	International Level <input type="text" value="01"/>
No. of students participated in Cultural Events		
State/University Level <input type="text" value="70"/>	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>03</u>	International Level: - <u>01</u>
Cultural: State/University Level: <u>09</u>	National Level: <u>13</u>	International Level:- <u>00</u>

5.10 Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1443	31,10,680/-
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

1.7 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	<p>Scholarship Schemes, Placement and Career Counselling Cell, Women's Cell, Grievance Redressal Cell, Cultural Activities, Effective and active sports department.</p> <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>
-----------------	--

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.

(i) Academic –

- Echo Club and Trans-Plantation drives, Clean and Green campaign.
- ‘Utkarsh’ Fair to inculcate the entrepreneurship skill among students.
- Staff members from different faculty attend the college during summer vacations to help the students for counselling, satisfy their queries, filling up of admission forms and choosing course, subjects.
- A modern language lab and computer lab have been established.
- In formal partnership with private sector has been encouraged by way of talks, seminars, quiz and essay writing competitions, interviews, event management exercises and mock interview. There has been marked expansion in the horizons of knowledge through these programs.
- Tutorial groups are framed with the tutor acting as a mentor, friend & guide apart from being a teacher and to cater to the needs of students with different learning capabilities.

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

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

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.