

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

AY: 2015-16

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

SECTOR14, GURGAON, HARYANA-122001

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
FOR THE ACADEMIC YEAR, JULY 01, 2015 - JUNE 30, 2016

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	Sh. Suresh Dhanerwal
Mobile	+91-9911207789
IQAC e-mail address	gcggn@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	HRCOGN 10243
1.4 NAAC Executive Committee No. & Date <i>(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)</i>	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/AQAR2015-16.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)

2015-16

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

2014-15

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:

(05th May 2015)

The Annual Foundation Meeting of IQAC was held on 5th May, 2015 under the leadership of the Chairman of the IQAC along with all the conveners of various College Committees / Cells/ Heads of different Departments in Room No. 42.

First of all, the feedback of the previous years' activities was presented before the house. Then the house was directed and instructed to chalk out the outlines of various activities to be done in the coming session 2015-16.

The Chairman of IQAC suggested the conveners and the Heads of Depts. to keep in mind the following key points while formulating the list of activities: -

- To chalk out in detail the Activity Calendar of the college by the end of the month;
- To enlist the tentative month wise and date wise the Extension lectures /Seminars / Workshops to be held during the session in different departments /faculties / cells, etc.;
- To put up plans how to make best use of the Govt. Grants in time during the session;
- To finalize the tentative dates of various Intra - Class /Inter - College Competitions.
- Legal Literacy Cell was instructed:
 - ❖ To educate the students, especially the poor, weak and the down trodden ones, irrespective of their caste, creed or sex, about their legal responsibilities, rights and duties.
 - ❖ To organize the Legal Literacy and Awareness Camps in the form of Skits, Nukkad Nataks, Documentary Films, etc. for them and to make arrangements to distribute Pamphlets / Books / Calendars, etc. to the students as well as to the common masses.
 - ❖ To ask the students to hold legal literacy classes in Neighbour Hood Groups (NHG) and Self Help Groups (SHG) with the aforesaid aim. The Extension Lectures / Talks / Speeches by eminent personalities and advocates may also be proposed.
- Placement Cell was suggested:
 - ❖ To make a list of eligible and interested students during the session for getting a job; to enhance their professional skills needed for career making and groom up them for choosing a career options as per their faculty/ subjects/ fields and interest;
 - ❖ To make a list of interested potential employers for hiring future graduates;
 - ❖ To draft a line of action for various activities leading to a successful Job Fair in February, 2016.
- Sports Committee was directed:
 - ❖ To enrol, motivate and encourage students to participate in various sports and games practiced in the college as per their choice and interest.
 - ❖ The students may be briefed about the bright students and alumni of this college who made history of achieving high repute as successful players at national and international levels.
 - ❖ It should be ensured that better coaching for various sports and games is provided during the session 2015-16. Chart out which coaching camps will be organized month wise and how to honour the bright, victorious and successful students of this college.
- NSS Committee was asked :
 - ❖ To encourage fresh students to take up community services as part of their curriculum as well as life.
 - ❖ To adopt the Swachh Bharat Abhiyan as prime action.
 - ❖ To chalk out the list of activities to be covered during the session.
 - ❖ To decide the area/ locality to be adopted for community services along with tentative dates of various drives, rallies and camps to be held in the session.

- ❖ Further, the Chairman advised the in charges to draft month wise, date wise which literacy camps or drives on environment pollution or cleanliness, etc. will be held.
- NCC committee was supposed:
 - ❖ To inculcate in the cadets patriotism, comradeship, discipline, secular outlook and spirit of serving the nation.
 - ❖ To chart out plans to groom their personalities.
 - ❖ To arrange weekly activities as well as training camps.
- Women Cell was advised:
 - ❖ To make plans how to empower the girl students.
 - ❖ To disseminate knowledge about their rights and laws to protect themselves against any type of exploitation or injustice done to them.
 - ❖ To enlist topics of workshops to be done along with their duration.
 - ❖ To draft calendar of activities to be followed throughout the session and to encourage students to share their problems, if any, with the members of the committee.
- Hostel Committee was told :
 - ❖ To provide accommodation to bright students coming from remote areas of Haryana.
 - ❖ To foster in the students sense of discipline and follow the rules and regulations made for them.
 - ❖ To encourage them to have sense of responsibility, belongingness, brotherhood and sense of secularism while their stay in the hostel.
 - ❖ To encourage them to make cleanliness, safety and security a way of life.
 - ❖ To develop in them the virtues how to maintain the infrastructure made available to them as it is.
 - ❖ To motivate them to make their academic performance excellent.
 - ❖ To enlist activities to be done during the session in the hostels.
- Canteen Committee was asked:
 - ❖ To ensure healthy menu in the canteen along with cleanliness of all canteen surfaces and equipment's.
- Library Committee was supposed:
 - ❖ To check whether the required books related with the curriculum are supplied to the students with update version and publication.
 - ❖ To ensure that the newspapers and magazines are made available to the students.
 - ❖ To encourage students for reading habits.
- Culture committee was asked:
 - ❖ To chart out a plan for talent search competition during the session along with nurturing and enhancing the capacities of the student to explore and expose their hidden talents.
 - ❖ To make a list of cultural activities and competitions to be held in the academic year.

- Red Cross Society was directed:
 - ❖ To recruit volunteers for performing multifarious activities in organizing the health awareness, blood donation and disaster management camps during the session.
- Earn while you learn scheme's convener was asked:
 - ❖ To explore the potential of students as Human resource to manage various administrative activities of the institution and earn while they learn in the college.
- Education tour committee was asked:
 - ❖ To make a list of Educational and Historical spots and places to be visited in the current session.
 - ❖ To motivate the students in building closer bonds with their class / College mates during the Excursion.
- Subject Societies Heads were asked:
 - ❖ To make calendar of the activities to be done in their respective departments during the session.
 - ❖ To encourage the maximum participation in the respective departmental activities.

(09th Nov 2015)

A follow-up meeting of IQAC was held with various committees on 9th November, 2015. 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 Sarla Duhan, (Chief Warden) and Mrs Shashi Hans (Hostel Warden) and Mrs. Sarla Gupta (Hostel Superintendent) to welcome the new Hostellers.
3. Various conveners of the different Committees, Cells and Heads of Departmental Societies presented the calendar of activities, competitions, seminars, Extension lectures and workshops already started and to be done in the session- date wise and month wise to the Chairman of the House.

(16th Dec 2015)

In 2nd/4th/6th Semester the third quarter meeting was held on 16th December, 2015. The Heads of Departments/Cells/ Committees submitted the progress reports individually to the Chairman of the IQAC. The date wise and month wise calendar of activities which was already done, was given. The list of next semester activities-Workshops, Intra Class/ Inter College Competitions and Extension Lectures was provided to the Chairman.

(25th April 2016)

A Final Meeting of the IQAC was held on 25th April, 2016 to discuss various activities undertaken by various committees.

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
Bring more transparency in admissions & facilitate new aspirants.	Special counselling for new applicants in the month of June and their orientation.
Improving & streamlining academics & administration for the session.	<ol style="list-style-type: none">1. Different departments were asked to prepare their time table and paste them over display boards.2. Chalk out the academic calendar.3. HoDs were asked to take measures for ensuring proposer attendance of students.4. 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 educate the students, especially the poor, weak and the down trodden ones.3. Placements cell was asked to create a list of job aspirants and find out existing skills & skill level required.4. Sports incharge was directed to enrol, motivate and encourage students to participate in various sports and games.5. NSS & NCC committees were asked to encourage fresh students to take up community services as part of their curriculum as well as life.5. NCC incharge tried to inculcate in the cadets patriotism, comradeship, discipline, secular outlook and spirit of serving the nation
Organisation of Seminars/Workshops/Conferences	<ol style="list-style-type: none">6. Proposals were submitted to various agencies including HEC regarding organisation of Seminars etc.
Create conducive environment in the hostel	<ol style="list-style-type: none">1. Accommodation to bright students coming from remote areas of Haryana.

	2. Foster in the students' sense of discipline and follow the rules and regulations made for them
Proper & timely utilization of Government grants.	FD direction regarding consumption of grants in ratio prescribed therein were implemented.

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:** CBCS Introduced in PG Courses

(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
82	24	58	N/A	

2.2 No. of permanent faculty with Ph.D. 31

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 04 91 Nil

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	4	-
Presented papers	-	-	-
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

05

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.	273	112
B.A.(Hons) Eco	41	36
B.A.(Hons) Eng	53	18
B.A.(Hons) Geog	0	0
B.A.(Hons) Hindi	38	19
B.A.(Hons) History	20	3
B.A.(Hons) PolSc	43	22
B.Com	393	291
B.Com (Hons)	61	N/A
BBA	150	81
B.Sc (BioTech)	47	31
B.Sc (HomeSc)	49	24
B.Sc (Hons) Botany	21	16

Title of The Programme	Total No. of Students Appeared	Total No. of Students Passed/Degree Awarded
B.Sc (Hons) Maths	49	16
B.Sc (Hons) Zoology	50	17
B.Sc (Medical)	20	0
B.Sc (Computer Science)	122	0
B.Sc (Non-Medical)	287	0
BCA	98	65
M.A.(English)	42	12
M.A.(Geog)	34	14
M.A.(Music)	17	13
M.Com	55	35
M.Sc(Comp Sc)	49	27
MCA	59	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	02
UGC- Faculty Improvement Programme	
HRD Programmes	01
Orientation Programmes	
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	03
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	09	27	No	No
Technical Staff	24	29	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 (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
01	00	00	01	00	00	00

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

02
04

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	-
-----	---	-----	---	----------------	---	-----------	---

3.21 No. of students Participated in NSS events:

University Level	<input type="text"/>	State Level	<input type="text"/>
National Level	<input type="text"/>	International Level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events:

University Level	<input type="text" value="00"/>	State Level	<input type="text" value="54"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

3.23 No. of Awards won in NSS:

University Level	<input type="text" value="73"/>	State Level	<input type="text" value="00"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

University Level	<input type="text" value="00"/>	State Level	<input type="text" value="00"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

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	15-Aug-15	Independence Day Celebration by Music Dept.
2	15-Aug-15	Tree Plantation Drive by NSS
3	25-Aug-15	Talent Search Competition (20 Items, Literary, Musical, Fine Arts and Dramatics. 200 Students participated)
4	30-Aug-15	Quiz contest of living blue print society (Botany and Zoology Department)
5	03-Sep-15	Rally of NSS students - Beti Bachao from Gurgaon Stadium to Women Police Station, Sector 43
6	03-Sep-15	Workshop of Women cell for training students for self defense
7	05-Sep-15	Teachers Day Celebration By Hindi Department
8	07-Sep-15	Essay Writing Competition By Zoology Department
9	10-Sep-15	Current Affairs Essay Writing Channel By English Department
10	14-Sep-15 to 24-Sep-15	Celebration of Youth Voters Fest for 10 days by NSS cadets
11	03-Oct-15	Intra-Class good handwriting competition by English department.
12	05-10-2015	Debate Competition by History Department.
13	07-10-2015	Extension Lecture in Music Department.
14	07-10-2015	Work Shop For 10 days on Dramtics by Women Cell.
15	11-10-2015	Swach Bharat, Swach Haryana Rally from Goushala to MPC By NSS.
16	12-10-2015	Clasical Music and Gazal Gayaki by Dr. Dinkar Sharma, Extension lecture in Music department.

17	15-10-2015	Mangal Deep Lighting competition by Home Science Department.
18	17-10-2015	Essay Writing Competition By Economics Department.
19	23-10-2015	Cleaniness drive of College by NSS.
20	03-11-2015	Extension Lecture in On Indian Diasphora by English Department.
21	07/11/2015 - 09/11/2015	Inter-Zonal Youth Festival at KIIT Gurgaon.
22	16-11-2015	One day trip to Pragati Maidan Fair of Hostlers
23	17/11/2015 - 19/11/2015	Paper reading competition by Economics Department.
24	18/11/2015 - 20/11/2015	Seminars of Psychology Department.
25	23-11-2015	Essay writing competition by Political Science Department.
26	20-01-2016	Voter's Day Celebration and Oath taking ceremony by NSS Students.
27	26-01-2016	Republic Day Celebration.
28	29-01-2016	Intra-Class Quiz competition by English Department.
29	03-02-2016	Essay Writing competition by Ecology Department.
30	05-02-2016	Intra-Class poetic Recitation Competition by English Department.
31	08/02/2016 - 15/02/2016	Red Cross Society Heald check up week.
32	08-02-2016 - 24/02/2016	How to do make up Training work shop by Women's Cell (15 Days)
33	09-02-2016 - 10/02/2016	State level Science Exhibition CSC, PHY, CHEM, BOT, Zoo, PSY, ZEO Departments.
34	11-02-2016 - 18/02/2016	Road Safty Week with Hero Group Colabration.
35	15-02-2016	Quiz contest by History department.
36	15-02-2016	One day trip to Art and craft mela at Surajkund of Hostlers.
37	03-03-2016	Poster making competition by Ecology Department.
38	08-03-2016	Women's Day Celebration by Women's Cell.
39	09-03-2016	Poster making and slogan writing cometition by women's cell
40	10-03-2016	One day camp of Unit 2 and 3 of NSS.
41	11-03-2016	Job fair by placement cell

42	15-03-2016 - 16/03/2016	Participation in national Seminar of Ecology Department.
43	18-03-2016	Intra-Class Spell well competition by English Department.
44	19-03-2016	Quiz contest by Hindi Department.
45	21-03-2016	Essay Writing competition by Hindi Department.
46	22-03-2016	Chart and model making competition by Chemistry department.
47	28-03-2016	Extension lecture arranged by Digital Society.
48	21-06-2016	Yoga day celebration

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)	-			
Others	01(Auditorium)	01 Reading Hall in the Hostel	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	70420	-	1174	3,00,000/-	71594	-
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 practical's 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	-

CRITERION-V

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
6727	561	-	-

(b) No. of Students outside the state

N/A

(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

6026	896			6922	6261	1027	0	-	7288
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Demand Ratio:- 1:6 (app)

No. of average Dropout students: N/A

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

- To enrol 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.
- A Poster making and Slogan Writing competition was organised by Women Cell on 9th March 2016.
- 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="08"/>	International Level <input type="text" value="00"/>
No. of students participated in Cultural Events			
State/University Level	<input type="text" value="App 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:	<input type="text" value="08"/>	National Level: <input type="text" value="06"/>	International Level: <input type="text" value="- 00"/>
Cultural: State/University Level:	<input type="text" value="03"/>	National Level: <input type="text" value="-"/>	International Level:- <input type="text" value="00"/>

5.10 Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1321	1,66,30,865/-
Financial support from other sources	-	-
Number of students who received international/ National recognitions	-	-

5.11 Student organised/initiatives

Fairs: State/University Level:	<input type="text" value="01"/>	National Level: -	International Level: -
Exhibition: State/University Level:	<input type="text" value="01"/>	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.

CRITERION – VI

6. Governance, Leadership and Management

1.6 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 through 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.

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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.

CRITERION-VII

.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.

- 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.
- The teachers use chalk and board and state of art teaching methods. The practical modules involve demonstration of experiments to the students and case studies.
- College makes maximum use of ICT tools in the teaching learning process.
- Job fair is organized toward the end of session where a number of companies participate. Prior to the job fair, students are trained in communication skills and facing the interview.

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 2015-16 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/-

Sd/-

Signature of IQAC Coordinator

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.