

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

AY: 2016-17

submitted by



submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

INTERNAL QUALITY ASSURANCE CELL(IQAC)

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

GOVERNMENT COLLEGE FOR GIRLS

SECTOR 14, GURGAON, HARYANA-122001

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
FOR THE ACADEMIC YEAR, JULY 01, 2016 - JUNE 30, 2017

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. Chetna Sehrawat
Tel. No. with STD Code	+91-124-2320783
Mobile	+91-8130608389
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/AQAR2016-17.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)

2016-17

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 [2015-16](#)
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

03

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:

(12th May 2016)

The Annual foundation meeting of IQAC was held with various committees along with all conveners of various cells and Head of department to discuss the different activities to be undertaken during the session July 2016-June 2017 on 12th May 2016 in room no. 2.

The chairman of IQAC suggested the conveners and the Head of Departments to keep in mind the following key points.

- To chalk out annual activity calendar of various college committees and submit the same by 20th July.
- To ensure that the grant received from Govt. is properly utilized in time.
- To organize a layout plan for organizing competitions at Inter and Intra college level and holding seminar/workshops/in their respective fields.
- To ensure that the aims and objectives of the committees are met within the scheduled time.
- Legal Literacy Cell was advised:
 - ❖ To Observe important days like World Environment Day, World day against Child Labour, Women Day, anti-tobacco day and to spread message to the students about aim and object of those days.
 - ❖ To spread legal literacy awareness by setting up rallies and making door to door visit in neighborhood areas with the objective in their mind.
 - ❖ To distribute books, pamphlets, flex banners on different occasions containing information of legal services so that they may be aware of their legal rights. The primary function of legal literacy cell is to spread legal literacy in the students specially the poor, weak and the down trodden ones, irrespective of their caste, creed or sex.
- Placement Cell was suggested:
 - ❖ To enrol students for the 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.
 - ❖ 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.
- Sports Committee was directed:
 - ❖ To provide better coaching facilities.
 - ❖ To organize training programmes and camps.
 - ❖ To motivate and encourage the students for maximum participation in sports.
 - ❖ To chart out how to honour the bright and victorious students of the college.
 - ❖ To organize intra and inter-sports competition.
 - ❖ To organize meetings with achievers at national and international level.
- NSS Committee was asked
 - ❖ To motivate the NSS volunteers. To pay their selfless service in the implementation of various programmes and projects like; "Swachh Bharat Abhiyan" and teaching cashless transactions to common man like home servant , rickshaw puller, street vendor, iron man in the neighbourhood etc.
 - ❖ To conduct various scams and activities like campus cleaning, mass tree plantation in the campus and adopted village/ area and up keep of existing tress.

- ❖ To carry out awareness rallies creating awareness on issues such as cleanliness , say no to plastic bags, save girl child, beti bachao beti padhao , and various other environmental issues .
- ❖ To emphasize the dignity of labour through selfless service of community and to develop among them a sense of social and civic responsibility.
- NCC Committee was suggested
 - ❖ To inculcate the qualities of comradeship, discipline, leadership, adventure spirit and selfless service among the students.
 - ❖ To motivate the youth to take up a career in the Indian Armed Forces by regularly participating in armed forces weekly camps.
 - ❖ To develop the personality of the cadets by teaching them correct postures and making them self-reliant.
- Women Cell was advised
 - ❖ To disseminate knowledge about rights and laws related to woman.
 - ❖ To provide opportunities to girls students to participate in conferences related to gender issues.
 - ❖ To generate awareness about burning social issues for ensuring holistic education of students.
 - ❖ To create a sense of responsibility in the students.
 - ❖ To create awareness of responsibility among students about the problem faced by woman of all strata due to gender construct.
 - ❖ To enhance the self-esteem and self-confidence of girl students in the college.
 - ❖ To ensure healthy environment and work culture in the college.
- Hostel Committee was told
 - ❖ To ensure that accommodation is provided to the bright students coming from the remote areas of Haryana.
 - ❖ To enlist activities to be done during the session in the hostel.
 - ❖ To develop a sense of responsibility, belongingness, sisterhood and a peaceful environment.
 - ❖ To motivate the students to maintain cleanliness inside and outside their rooms in the mess and other surroundings.
 - ❖ To ensure that healthy and nutritious food is supplied to them.
 - ❖ To motivate the students to make their academic performance excellent. To ensure a secure and safe life.
 - ❖ To ensure that the students get homely environment by celebrating all festivals existing in the rich Indian culture.

- Canteen Committee was advised
 - ❖ To ensure healthy menu keeping in view of the nutritional need of the students according to the changing environment.
 - ❖ To ensure cleanliness of employed canteen staff, canteen surfaces and equipment's.
 - ❖ To maintain high standard of health and hygiene.
 - ❖ To provide eatables as per rate in Quotations approved.
- Library Committee was asked
 - ❖ To motivate the students for regular library, visit and to develop reading habit in students.
 - ❖ To provide books related with curriculum to the students.
 - ❖ To ensure that newspapers and magazines are available to the students. To provide guidance and aid to the students in their use of library resources.
- Cultural Committee was asked
 - ❖ To chart out a plan for Talent Hunt Competition and to provide a platform to students to showcase their hidden talent, to enhance their capacity and to work as a team.
 - ❖ To make a list of various competitions to be held in the academic year.
- Red Cross Society was asked
 - ❖ To promote the students for participation in the activities for example blood donation, health awareness camps, etc.
 - ❖ To train volunteers for undertaking philanthropist responsibilities.
- Earn While You Learn Scheme were told
 - ❖ To engage the potential candidate as human resource to manage the functioning of the institution.
 - ❖ To give a platform to the students where their experience can prepare them for jobs in future.
 - ❖ To achieve better work efficiency at lesser cost.
- Educational Tour Committee was asked
 - ❖ To make the list of educational, historical and industrial spots to be visited in the current session.
 - ❖ To provide valuable educational opportunities away from the classroom. To encourage more and more students to join educational tours.
- Subject Societies were suggested
 - ❖ To organize various activities in the respective departments during the session
 - ❖ To encourage the maximum participation of the students in the activities like Quiz, debate, group discussion, essay writing competition, poetic recitation etc.

(09th Jan 2017)

For the 1st/3rd/5th Semester, the second meeting of the IQAC was held on 9th Jan 2017 to discuss the different activities undertaken during the session.

The following observations were made:

- 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 technical problems in the beginning admission procedure ended smoothly.
- The IQAC also appreciated the successful admissions in the Hostel. A Fresher party was organized under the guidance of Mrs Sarla Duhan, (Chief Warden) and Mrs Sashi Hans (Hostel Warden) and Mrs. Sarla Gupta (Hostel Superintendent) to welcome the new Hostellers.
- Various conveners of the different Committees, Cells and Heads of Departmental Societies presented the calendar of activities, competitions, seminars, Extension lectures and workshops and workshops and to give schedule of activities for the session.

(12th April 2017)

The third quarter meeting was held on 12/04/2017.

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
Further improve Curriculum implementation.	<ol style="list-style-type: none"> 1. Every department create academic calendar and every teacher create lesson plan, post them over website. 2. Increase use of ICT in teaching; demand/implement smart class rooms.
Gender sensitization and legal awareness among students.	<ol style="list-style-type: none"> 1. Setting up rallies and making door to door visit Chalk out the academic calendar. 2. Distribute books, pamphlets, flex banners on different occasions. 3. Students are more aware of legal rights.
Stress on placements	<ol style="list-style-type: none"> 1. Students enrolment to placement activities increased. 2. Number of placements increased. 3. Essential skill development among students prior to job fair.
Organisation of Seminars/Workshops/ Conferences	Proposals were submitted to various agencies including HEC regarding organisation of Seminars etc.

Increase student participation in co-curricular activities	<ol style="list-style-type: none"> 1. Awareness among students regarding importance of co-curricular and extracurricular activities. 2. Student active participation in Swachh bharat abhiyan.
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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	17			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01
Others				
Total	24			02
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective Option/Open Options: PG courses have CBCS.

(ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	25
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
81	36	45	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	02	04	-
Presented papers	02	04	-
Resource Persons	-	-	-

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

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

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

As per UGC and Haryana Govt. guidelines

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

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

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

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.	429	243
B.A.(Hons) Eco	34	17
B.A.(Hons) Eco	42	42
B.A.(Hons) Eng	44	42
B.A.(Hons) Geog	16	13
B.A.(Hons) Hindi	43	30
B.A.(Hons) PolSc	39	36
B.Com	425	371
B.Com (Hons)	54	54
B.Sc (BioTech)	41	41
B.Sc (HomeSc)	42	39
B.Sc (Hons) Botany	43	43
B.Sc (Hons) Maths	55	52
B.Sc (Hons) Zoology	51	51
B.Sc (Medical)	117	100
B.Sc (Computer Science)	99	97
B.Sc (Non-Medical)	278	270

Title of The Programme	Total No. of Students Appeared	Total No. of Students Passed/Degree Awarded
BCA	85	80
M.A. (English)	39	31
M.A. (Geog)	33	30
M.A. (Music)	11	7
M.Com	59	59
M.Sc (Comp Sc)	53	53
MCA	51	51

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC- Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	02
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
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	08	28	No	No
Technical Staff	22	31	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
-	-	-	-	-	-	-

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

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" value="16"/>	State Level	<input type="text" value="150"/>
National Level	<input type="text" value="120"/>	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="68"/>
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="63"/>	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="01"/>
National Level	<input type="text" value="00"/>	International Level	<input type="text" value="00"/>

3.25 No. of Extension activities organized:

University Forum	<input type="text" value="00"/>	College Forum	<input type="text" value="08"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
Any Other			<input type="text" value="00"/>

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

- Indian Red Cross Society organized an awareness seminar to enhance student awareness. Motivational scheme lecture was delivered by Ms. Terressa Sharma on "Avoiding Polybags" on 29th July 2016.
- NSS Unit incharges presented a Video on : AIDS Awareness " on 12th Aug 2016 to celebrate youth awareness day. A one-day cleanliness camp was organized by NSS Units on 9th,10th and 12th Sept respectively.

- Department of Economics organized an extension lecture on " Banking Education on 22nd Aug 2016.
- Road safety awareness club organized a written quiz competition on 2nd Nov 2016 to celebrate road safety Mega festival.
- English Literary society organized poetic recitation on 10/11/2016 and calligraphy competition on 9th Sept 2016. at college level.
- Dr. Rajesh Kumar , Nodal officer Red Ribbon Club organized Zonal Level training Programme on 21 Oct 2016.The training was given to 12 colleges of Gurgaon Zone on HIV Aids by Haryana State AIDS Society.
- NTPC team came in college on 13th Jan 2017 to celebrate the road safety week " Nukkar Natak" and "Mobile Van" exhibition were carried out in order to explain the students the importance of road safety.
- On 18 Jan 2017, State level Declamation contest on the topic 'Cooperative Model For Integrated Development' was organized by the Economics Department of the college.

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	04	-do-	37
Laboratories	30	08	-do-	38
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)	-	2.5 Lakhs	-do-	2.5 Lakhs
Others	01(Auditorium) 01 (Reading Hall)			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	71594	-	414	1,46,309/-	72008	-
Reference Books						
e-Books	-		-	-	-	-
Journals	-		-	-	-	-
e-Journals	650	5,000/-	-	-	650	5,000/-
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	-	-	08	35	Softskill-32

			10-512Kb NMEICT					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
6565	597	-	-

(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
6261	1027	0	-	7288	5995	1167	0	-	7162

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
26	1200	431

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="-"/>	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="06"/>	National Level: <input type="text" value="_"/>	International Level: <input type="text" value="- 00"/>
Cultural: State/University Level:	<input type="text" value="__"/>	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	1023	1,17,75,600/-
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: <input type="text" value="-"/>	International Level: <input type="text" value="-"/>
Exhibition: State/University Level:	<input type="text" value="01"/>	National Level: <input type="text" value="-"/>	International Level: <input type="text" value="-"/>

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 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 conducive 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.

	<ul style="list-style-type: none"> 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.

- New smart class rooms created.
- Language Lab put in more use.
- Allocation of Mentors to smaller groups and regular mentor-mentee sessions.
- Strengthening of Echo Club and Trans-Plantation drives, Clean and Green campaign.
- Uploading of lesson plans over college website.
- More rooms quipped with AVA like OHPs, LCD Projectors.

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 2016-17 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 HEC 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.