Dronacharya Govt. College Gurugram

Annual Quality Assurance Report-2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

2016-17

1. Details of the Institution

1.1 Name of the Institution

Dronacharya Govt. College,Gurugram

1.2 Address Line 1

New Railway Road, Gurugram

Address Line 2

NEAR SHEETLA HOSPITAL, NEW RALIWAY ROAD, GURUGRAM

City/Town

Gurugram

State

Haryana

Pin Code

122001

Institution e-mail address

dgcgurgaon@gmail.com

Contact Nos.

0124-4231700

Name of the Head of the Institution:

Smt.Pooja Khullar

Tel. No. with STD Code:

0124-4231700

Mobile:

9911388092

Name of the IQAC Co-ordinator:

Smt. Nitasha Joon

Mobile:

09818149807

IQAC e-mail address:

nitashajoon@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

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(SC)/06/RAR/024

1.5 Website address:

www.dgcgurgaon.org

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2002	-
2	2nd Cycle	B	2.61	2015	5 Year
3	3rd Cycle	---	---	---	---
4	4th Cycle	---	---	---	---

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

02/02/2013

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

NA

1.9 Institutional Status

University   State [✔] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✔] No [ ]

Constituent College   Yes [ ] No [✔]

Autonomous college of UGC   Yes [ ] No [✔]

Regulatory Agency approved Institution   Yes [ ] No [✔]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✔] Men [ ] Women [ ]

                 Urban [✔] Rural [ ] Tribal [ ]

Financial Status   Grant-in-aid [ ] UGC 2(f) [✔] UGC 12B [✔]

            Grant-in-aid + Self Financing [✔] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [✔] Science [✔] Commerce [✔] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [✔]

Others (Specify) | Post Graduation In 5 Subjects |

1.11 Name of the Affiliating University *(for the Colleges)* | M.D.U. ROHTAK |

1.12 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 P

G programmes   Any other (*Specify*) | - |

UGC-COP Programmes | - |

| - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 6 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | - |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and

community representatives | - |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | **1** |

2.9 Total No. of members | **12** |

2.10 No. of IQAC meetings held | 1 |

2.11 No. of meetings with various stakeholders:　　No. ☐　　Faculty ☐ 1

　　Non-Teaching Staff Students ☐ 1 　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 ☐ - 　Institution Level ☐ -

　　(ii) Themes ☐ -

2.14 Significant Activities and contributions made by IQAC

　　1. Motivating teaching faculty to pursue holistic pedagogical met logy in the class room by

　　　planning departmental activities at the start of the session.

　　2. Extension lecturers are organised in various departments from time to time organising

　　　celebration of important days to spread awareness amongst students on various socio-economic

　　　issues.

　　3. Preparing annual activity calendar of the college for both seminars.

　　4. Organised various college and inter-college events.

　　5. Ensure greater speed of information by ensuring regular uploading of important info. on college

　　　portal.

　　6.Proposals are made for expansion of infrastructure like teaching block and use of ICT to enhance

　　　the quality of teaching in the institution.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1. Increase in seats in BBA, BCA and BSc (Non-Med) with comp. Sci.	Got Permission.
2. Science Exhibition.	Organised at the college level and then participation at the state level.
3. Celebration of all imp. Days in the college.	Cultural Committee and Day Celebration Committee organises this work.
4. Science Cum New teaching block to be completed.	Inaugurated by Hon. CM of Haryana in Jan. 2017.
5. CBCS system at the PG level.	Started in 5 PG courses.
6. Permission for Starting of New PG in History.	Started.

Academic Calendar of the year as Annexure 1.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☐

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- Approved by Management

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	N.A	N.A	N.A	N.A
PG	5	1	Nil	
UG	12	nil	N.A	
PG Diploma	N.A	nil	N.A	
Advanced Diploma	N.A	nil	N.A	
Diploma	N.A	nil	N.A	
Certificate	N.A	nil	N.A	
Others (ANUCDE)	N.A	nil	N.A	
Total	17			
Interdisciplinary	N.A	nil	N.A	
Innovative	N.A	Nil	N.A	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
CBCS system functioning at the P.G. Level.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✔
Trimester	-
Annual	

1.3 Feedback from stakeholders   Alumni ✔ Parents ✔ Employers ☐ Students ✔
(On all aspects)

Mode of feedback   :   Online ☐ Manual ✔ Co-operating schools (for PEI) ☐

(Feedback in the annexure II)

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

Yes.1 New Paper Introduced in M.A. History 1st Sem

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

Yes.PG In History Started

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	24	47	---	---

2.2 No. of permanent faculty with Ph.D.

24

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
-	-	-	-	-	-	-	-	71	82

2.4 No. of Guest and Visiting faculty and Temporary faculty   7   -   38

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	32	-
Presented papers	21	32	-
Resource Persons	-	3	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:
1. Healthy interaction between students and faculty which goes beyond the classroom learning and beyond curriculum.
2. Wi-fi enabled campus providing for technology access.
3. Well-equipped Internet resource centre& computer labs.
4. Presentation regularly used a part from regular conventional black board teaching.
5. Group discussion problem-based learning practices reflective session experimental learning.
6. Continuous evaluation through projects presentation, quizzes etc.
7. Teachers collaborations in design of society & activities.
8. Observation of significant and relevant days.

2.7 Total No. of actual teaching days

during this academic year

175

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

As per University norms

1. Frequent tutorials are conducted
2. Paper presentation encouraged.
3. Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, presentation quizzes etc.

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

2 Teachers

2.10 Average percentage of attendance of students

70-75

2.11 Course/Programme wise distribution of pass percentages

Title of the Programme	No. of Students Appeared	No of Students Passed	Passed %
B.A. Pass 6th Sem	401	50	12.46
B. Com Pass 6th Sem	463	87	18.79
B.B.A. 6th Sem	125	24	19.2
B.Sc 6th Sem	471	144	30.5
BCA 6th Sem	108	27	25
BA POL.SCI 6th Sem	26	5	19.23
BA Eco (H) 6th Sem	46	17	36.95
BA Eng (H)) 6th Sem	45	7	15.55
B. Com H 6th Sem	136	50	36.76
B.Sc Bio 6th Sem	51	11	21.56
PG Hindi 4th Sem	53	48	90.56
PG Psy. 4th Sem	23	7	30.43
PG Sociology4th Sem	35	21	60
PG Pol Sci 4th Sem	51	30	58
PG History 4th Sem	37	15	40.54

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

IQAC Plans and Supports effective implementation for Total Quality Management for Teaching-Learning process for all stakeholders. It contributes to improve the teaching – learning process by:

- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.
- It also appreciates, encourages and provides support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	NIL
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	9
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	20	47	NIL	47
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

1. Promotion of Research activities among staff is done by encouraging them to attend National/International seminar or subject specific workshops for updation in their fields.

2. Also the conduct of science exhibition in the college at the district level and participation of students at the state level science exhibition helps to inculcate scientific aptitude needed for higher level learning.

3.2 Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	23	3	-
Non-Peer Review Journals	1	1	-
e-Journals	1	1	-
Conference proceedings	9	14	-

3.5 Details on Impact factor of publications:

Range   5   Average   3   h-index   -   Nos. in SCOPUS   -

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2015-16	Management	90,000/-	90,000/-
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [5]   Chapters in Edited Books [1]

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 [N.A]

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 [2]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [NA]

3.15 Total budget for research for current year in lakhs : [NA]

From funding agency [---]   From Management of University/College [------]

Total [------]

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions   received by faculty and research fellows

Total	International	National	State	University	Dist	College

of the institute | - | - | | - | - | - | - | - | in the year

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

    1

    and students registered under them

    1

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

    NA

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 10 | State level | 15 |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | 125 |

National level | 45 | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | 1 |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | 1 | International level | - |

3.25 No. of Extension activities organized

University forum | | College forum | ✔ |

NCC | ✔ | NSS | ✔ | Any other | ✔ |

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

1. Tree plantation organised by NSS and NCC.

2. Celebration of International Youth day- By Red Cross Volunteer's.

3. Celebration of Independence Day by NCC Cadets.

4.Celebration of Shahidi Diwas-23rd Sept. by NSS Cadets.

5. Celebration of NSS day – 24th September.

6. SWACHH BHARAT ABHIYAN on 2nd October – NCC and NSS.

7.Anti-Tobacco Awareness Day was Organised by NCC Cadets.

8.NCC Cadets Organised and Awareness Campaign for Organ Donation

9. 50th Anniversary of Haryana day Celebrated at Tau Devi Lal Stadium by NSS and NCC volunteers

10. Rally on Demonetisation by NCC Cadets.

11. UN day celebration – By Pol. Science Department.

12. Run for Unity – Ekta Diwas – NSS & NCC.

13. Celebration of International AIDS day – By Red Ribbon Club.

14.Blood Donation Camp – NSS, NCC & Red Cross Volunteers

15. Road Safety Week – NSS & NCC.

16.Voter's Day Celebration – NSS

17.Republic Day International –NCC.

18.Celebration of International Women's Day – NSS & Women Cell.

19.Celebration of International Yoga Day – NSS & NCC.

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	15 ACRE	-	-	15 ACRE
Class rooms	38	04	GRANT FROM STATE	42
Laboratories	16	08	GRANT FROM STATE	24
Seminar Halls	02	-	-	02
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.		37	RUSA, Women Cell	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1861500	-	-
Museums				

4.2 Computerization of administration and library
#. Administration has been partially computerised as part of the digitalisation programme in college.
#. Computerisation of library has been done.

4.3 Library services:

	Existing	Newly added	Value	Total
	No.	No.	Rs.	No.
Text Books	52201	335	200000	52536
Reference Books	-	-		-
Journals	-	-	-	-
CD & Video	-	-	-	-
Others (specify)	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	170	100	Available			06	05	59
Added	32	15	Available	-	-	03	07	07
Total	202	115				09	12	66

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

➢ Training for students done occasionally through placement cell workshop. Teachers attended workshop/ Seminar from time to time.

4.6 Amount spent on maintenance in lakhs :

(i) ICT   (ii) Campus Infrastructure and facilities   (iii) Equipment's   (iv) Others

Total: Rs 3194500

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

   1. Updates on notice boards and college website to ensure active participation by students in various

   Activities

   2. Feedback mechanism put in place through students feedback form.

5.2 Efforts made by the institution for tracking the progression

   #.Alumni database has been initiated to capture the relevant information.

   #.Relationship forged through utilising their knowledge for mentoring students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
6851	363	-	-

   (b) No. of students outside the state

   | 7% |

   (c) No. of international students

   | Nil |

Men

No	%
5530	76.56

Women

No	%
1684	23.35

Last Year					
General	SC	ST	OBC	Physically Challenged	Total
2596	1354	-	3246	18	7214

Demand ratio   Dropout %

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

Training for students done occasionally through placement cell workshop. Teachers attended workshop/ Seminar from time to time .

No. of students beneficiaries

| 200 |

5.5 No. of students qualified in these examinations

NET | 2 | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | |

5.6 Details of student counselling and career guidance

There is student counselling and career guidance cell in the college that organise extension lectures, career guidance workshop, job training for the students. The cell get a grant from higher education department for this purpose. Every year job training is organise for around 150 students in the college. They learn about how to face interviews, how to make resume and all aspects of personality developments. These students than participate in job fair held at district level every year .

Apart from this, various lecturer is held for career related quarries and opportunities for the students and placement cell committee is constantly engaged to offer time to time guidance.

No. of students beneficiaries | <500 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	50	8	50 Apprx.

5.8 Details of gender sensitization programmes

A Women students and Development Cell has been established in the college for sensitising students regarding women related issues and spreading awareness to project gander quality amongst the students.

The women Cell receiver grant every year from the department of higher education and following activities are organised annually

1. Workshop on Yoga and health, Art and Craft and Health Camps are organised for the girl Student.

2. Extension lecturer are organised and eminent person are limited to have interactive session with girls.

3. One day educational cum recreational trip is also organised for the girls.

4. A Lady person is lived to look after the Girls Common Room and cater to the needs of the girls.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [✔]   National level [✔]   International level [---]

No. of students participated in cultural events

State/ University level [✔]   National level [---]   International level [   ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [✔]   National level [✔]   International level [---]

Cultural: State/ University level [✔]   National level [0]   International level [---]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	988	13832000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [10]

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

#Dronacharya Govt College strive to bring a thriving learning culture responsive to the needs of the rural community by creating a class of intellectually, morally and spiritually sound and committed citizens who will become a human resource of high calibre by providing easily accessible, equitable and quality education.

MISSION:

➢ Pursuing to achieve excellence in quality, teaching, learning and research.
➢ Fostering and encouraging innovation and creativity.
➢ Recognizing and accepting social responsibility.
➢ To inculcate discipline, higher levels of social, cultural, ethical, spiritual and time values of life among the rural youth.
➢ To facilitate students in determining their goals in life and acquaint them with various career options and avenues of self-employment.
➢ To help students develop a holistic personality.
➢ To inspire students to continue learning throughout life.
➢ To create a teaching-learning environment conductive to the pursuit of higher knowledge, relevant skills and experience.
➢ To promote awareness on ecological and environmental issues.
➢ To sensitize the students on socio-economic issues (gender and human rights) by including related topics into the curriculum and through co-curricular activities.

6.2 Does the Institution has a management Information System

1. It is applied to Administrative procedures including finance, student, demission
2. All the necessary information relating to admissions, activities organised and date related to institutional program has been uploaded on the college portal linked to the department of higher education.
3. Apart from this all the important date pertaining to staff and the students, budget has been uploaded on the MIS portal of MHRD.

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

6.3.1 **Curriculum Development**

 1. Every year some faculty members in inded in the setting of question paper and member of

    Board of studies.

 2. Although curriculum development is initated of the university level, yet suggestions are given from time to time on crucial topic to the Board.

 3. ICI based learning is encouraged to make curriculum more interesting for the student.

6.3.2   Teaching and Learning

1. Organising seminars, workshops and extension lectures.

2. Deputation of faculty members for seminars and workshop.

3. Departments make academic calendar at the beginning of the academic session.

4. Using ICI enabled technology for teaching like – Interactive Board, or head projector, etc.

5. Old department conducts class test, group discussion, tutorials and assignments regularly.

6. Apart from this field trips, educational tours are also organised as per availability of the grands.

7. Teacher shall their study material like articles, PPT's or web- links with the students.

6.3.3   Examination and Evaluation

1. Periodic teach are taken by all the departments.

2. Class presentation through projectors and otherwise are held in every semester

3. Giving feedback on the assignment submitted by the students.

4. Continuous evaluation through class tests, seminars, project work and assignment are done for

   internal assessment purpose.

5.   Registrar conduct ensures smooth conduct of examinations apart from organising EVS exams.
6.   Practical examinations is conducted with help of internal and external examination appointed by the university every semester.
7.   At percent 20% highest weightage given to internal evaluation and 80% weightage to external evaluation.
8.   The Institution is the nodal centre evaluation of   answer scripts received from the university every year. Most of the faculty members problem evaluation duties every year.

6.3.4   Research and Development

1. Some faculty members are member of the important association in their field of study.

2. The college provides all sports to the teaching faculty for updating themselves through seminar,

   workshop, orientation programs and grants duties live for the same. The department gives study

   live to pursue Ph.D. program for the regular faculty.

3. The faculty members are encouraged to publish their research achieves in UGC certified journals

   for API-PBAS purpose.

4.   Case studies are also undertaken in some PG courses by the students.

6.3.5 Library , ICT and physical infrastructure / instrumentation.

The quality improvement strategies for library aim at constant improvement and they of library

Services their updation of technology and employments of latest systems in library science.

1. New books worth Rs.2 lakhs added in the library.

2. Fully equipped library with automation facilities.

3. Internet connection in the library.

4. Separate section for the PG students.

5. Soul 2.0 software installed for library automation work.

The Quality improvements strategies for physical and ICI infrastructure focus on their regular

maintenance and timely upgradation.

1. Wi-Fi enabled campus.
2. Most of the departments have LCD projectors and internet connection.
3. Four classrooms in new commerce block constructed from RUSA grant.
4. Girls and Boys toilets were renovated from RUSA grant.
5. Seven full fledge computer labs free wi-fi access to library user.
6. New Science cum Teaching block constructed under CM announcement scheme. Equipped with 8 labs and 4 teaching rooms.

6.3.6 Human Resource Management

1.Faculty and staff are encouraged to participate in refresher course, orientation program, 7 Days workshop.

2. feedback from students on performance of the faculty.

6.3.7 Faculty and Staff recruitment

1.faculty workload is calculated before the commencement of the academic year to ascertain the

actual need of faculty staff.

2. Request are being forwarded to the departments from time to time about the requirement of

regular staff in the specified subject.

3. Also there is process of recruiting extension lecturers with the permission of the departments.

6.3.8 Industry Interaction / Collaboration

1.Internship programs for the students of BBA every year during summer vacations.

2.Also lectures by Industry experts are arranged / conducted frequently.

3. Every year many students get jobs tanning under placements cell grant and they attend job

   fair held at district Level.

6.3.9 Admission of Students

   1. Online admission has been started students apply for their choice of stream online which are sanitised and verified by staff and merit lust generated by the DHE.

INSTITUTIONAL WEBSITE (*www.highereduhry.com*)
     Details of programmes, admission schedule is also exhibited through Institutional website.

6.4 Welfare schemes for

Teaching	Maternity Leave CCL GPF
Non-teaching	Loan facility Wheat Loan Festival Advance
Students	Scholarships -SC/BC Fee Exemption for Girls Students Bus Pass For Girls

6.5 Total corpus fund generated

21712559

6.6 Whether annual financial audit has been done   Yes [✔]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yse/No	Agency
Academic	Yes		Yes	
Administrative	Yes		Yes	

6.8 Does the University/ Autonomous College declares results within 30 days?

     For UG Programmes   Yes [ ]   No [✔]

     For PG Programmes   Yes [ ]   No [✔]

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

1. Interaction with alumni through alumni meetings.

2. Special teachers are organised occasionally alumni are initiated to interact with the faculty and

    students.

6.12 Activities and support from the Parent – Teacher Association

1. Parent Teacher meeting Association's meeting is held occasionally where they are updated about the performance of students and all the activities held during the year.

6.13 Development programmes for support staff

As per directions from the Department

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

1. Well maintained and green campus.

2. Tree plantation held every year with the help of NCC and NSS volunteers.

3. Water harvesting system maintained.

4. Solar energy panels installed in the hostel premises.

5. online admission process.

6. Paper less routine administration work through   dissemination   of data on teacher's Email ID.

7. New plants are added in botanical park.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
1. Construction of New Science Cum Teaching block with 8 labs and 4 teaching rooms completed and inaugurated by Hon. CM of Haryana Sh. Manohar Lal Khatter in Jan 2017.
2. Starting of PG course in History.
3. Repair of toilets for girls and boys under RUSA grant.
4. Digital Podium with touch display Board purchased from RUSA grant.
5. Youth parliament was organised by the department of Political Science.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
1. Starting of PG History.
2. University Inspection for approval of 11 courses of UG and PG.
3. Lesson plans to be displayed as well as uploaded.
4. Books worth Rs. 2 Lakh for the library.
5. CBCS system introduced at the PG level.

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

➢ **Best Practice I** - The college comes under the category of 31 colleges of Excellence in Haryana and so has been sanctioned on amount of 2 cr. Under RUSA fund for new construction, repair / renovation done and ICI equipment's purchased.

➢ **Best Practice II** - The Institution is the nodal centre for many district level programmes held for community awareness and Social responsibility.
   a) Nodal centre for Examination in the district.
   b) Nodal centre for district level legal literacy programme.
   c) Nodal centre for district level voters day programme .

7.4 Contribution to environmental awareness / protection

The college of upholds the value of sustainable development and so tries to make all possible efforts to make its stakeholders aware about the importance of environmental protection through frequent rallies on environmental issues by NCC, NSS volunteers, Extension teachers organised by NGO, tree plantation done every year at the beginning of the academic year, NSS volunteers do tree pruning and gathering of leaves for green manure during 7 days Camp and Cleaning of rain water harvesting pits.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✔]

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

STRENGTHS

- Location situated in the heart of the Gurugram city. Proximity to the bus stand and railway station.
- Clean and Green Environment.
- Scholarship incentives for socially backward classes.
- A well-equipped library with good collection of books inference.
- Cooperation of the civic bodies.
- Highly qualified and dedicated faculty having healthy interaction with the students at all fronts.
- Wi-Fi enabled campus.
- Sports Achievements- Every year many students win medals at University level as well as national level.
- The institution has a strong among NCC, NSS and Red Cross volunteers who are actively enjoyed in taking social initiation to spread awareness in the community on matters of social importance.
- The college provide residence on the camps for about 200 Girls students.
- Teaching thorough smart classrooms and ONP.
- A well-maintained sports ground for students to practice many games and organise inter college, university level tournaments.

WEAKNESS

- Limited developed infrastructure owing to the increasing strength of the college
- Limited numbers of post-graduation courses.
- Need for Industry linked.
- Need for Faculty to be Ph.D superiors.
- Need for start skill based and value-added courses.

OPPORTUMITIES

- The college provider major growth opportunities to students in terms of academics, extracurricular, Social and Community.
- The campus can be utilized for starting evening college so as to cater to more and more demands of the students in its catchment area.
- Excellence academic environment covering all streams Arts, Commerce, Science, Management and Computer Science.

CHALLAMGES / THEATS

- To match up to the competition from other autonomous Institution.
- Indianite research facilities.
- To meet the diverse need of student community and to make them employable in order to face global competitive market

7. Plans of Institution for next year

- Renovation of RK hall into seminar hall from RUSA grant
- To encourage teachers to pursue teaching through OHP and smart classrooms & make lesson plans and display on notice board.
- Upgradation of laboratories that is tiling of chemistry and botany LABs
- To streamline the admin block and reorganise the procedural works related to the university and the higher education department.

- To make the hostel Mess more student friendly in terms of quality of food, menu seating and the hygiene.
- To encourage more social initiatives on the part of students through NSS, NCC and Red Cross to initiate community awareness programs.

Name___Nitasha Joon___ Name___Smt. Pooja Khullar___

___Nitasha Joon___ ___31/12/18___

Signature of the Coordinator, IQAC **Signature of the Chairperson, IQAC**

Principal
Dronacharya Govt. College
Gurugram

_____

Annexure-I

Academic Calendar 2016-17

1.	Staff Meeting at the beginning of the academic session.	July/Jan
2.	Admissions of the students.	1-15th July
3.	Orientations of the new students.	July Last Week
4.	Celebration of Independence Day.	15th Aug
5.	Tree Plantation.	July/Aug
6.	Talent Search.	Aug/Sept
7.	Celebration of Teachers Day.	5th Sept
8.	Celebration of Hindi Diwas.	14th Sept
9.	Celebration of Deen Dayal Upadhyaay Jayanti.	Sept
10.	Celebration Of NSS Day.	24th Sept
11.	Celebration of International Day for older Person.	1st Oct
12.	Celebration Gandhi Jayanti.	2nd Oct
13.	Celebration of UN Day.	24th Oct
14.	Celebration of Vigilance Awareness Week	23-31Oct.
15.	Celebration of Ekta Diwas.	31st Oct.
16.	Celebration of National Education Day	11th Nov
17.	Celebration of Constitutional Day	26th Nov
18.	Celebration of World AIDS Day	1st Dec
19.	Celebration of World Soil Day	5th Dec
20.	Celebration of Gita Jayanti Mahotsav	Dec
21.	Celebration of National Youth Day	12th Jan
22.	Celebration of Voters Day	25th Jan
23.	Celebration of Republic Day	26th Jan
24.	Celebration of Martyr's Day	30th Jan
25.	Vasant Utsav	Feb
26.	Celebration of International Women's Day	8th March

Annexure-II

- Students wanted to have their toilets repaired and more water cooler in the campus. They also wanted more systematic ways for filling of Re-appear forms in the college to avoid great rush and mismanagement.

- Suggestion were given by the Alumni and parents to start skill based and value-added courses in the college to enhance employability prospects.