



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	N.B.G.S.M. COLLEGE
Name of the head of the Institution	M. S. KHATRI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0124-2362269
Mobile no.	7838663646
Registered Email	office@nbgsmc.ac.in
Alternate Email	principal@nbgsmc.ac.in
Address	CITY CAMPUS, MAIN MARKET AREA, SOHNA
City/Town	SOHNA
State/UT	Haryana
Pincode	122103
<b>2. Institutional Status</b>	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Amit Kumar
Phone no/Alternate Phone no.	918901257870
Mobile no.	9310029586
Registered Email	iqac@nbgsmc.ac.in
Alternate Email	amit.kumar@nbgsmc.ac.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://nbgsmc.ac.in/wp-content/uploads/2018/09/AQAR-2017-18.doc">_https://nbgsmc.ac.in/wp-content/uploads/2018/09/AQAR-2017-18.doc</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://nbgsmc.ac.in/academic-calendar/">https://nbgsmc.ac.in/academic-calendar/</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	75.25	2003	21-Mar-2003	20-Mar-2008
2	B	2.04	2020	08-Jan-2020	07-Jan-2025

<b>6. Date of Establishment of IQAC</b>	25-May-2011
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participation in AISHE	07-Jan-2019 1	1

Teacher's Feedback	15-May-2020 2	44
Student Satisfaction Survey	28-Apr-2020 11	296
Meeting of the IQAC	01-Jun-2019 1	13
Meeting of the IQAC	25-Sep-2019 1	14
Feedback from Alumni	14-Feb-2020 14	103
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Submission of IIQA on 25052019 Grade received from NAAC (2nd Cycle) on 08012020
- Student Satisfaction Survey included in the Annual Academic Calendar [Part of Peer Team Recommendations]
- Online Webinars has been conducted to equip the students with skills for their holistic development [Part of Peer Team Recommendations]
- The Placement Cell has been empowered to take up matters pertaining to career counselling, internships and placement of students [Part of Peer Team Recommendations]
- Constitution of IQAC as per the NAAC guidelines to materialize the Perspective Plan for the next five Years [Part of Peer Team

Recommendations].

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
The committee recommends enhancing the number of classrooms to accommodate the newly added section of B.Com. (H) and PG students.	In the Alwar-Road Campus, a new PG Block having four new classrooms is developed. Work on developing another academic block is also in progress.
Alumni Association	Name of Alumni Association has been registered; the society registration is pending along with the by-laws, which shall be done after the lock-down period.
It was suggested to have a Central Announcement System for efficient and timely dissemination of information to staff and students.	A Central Announcement System has been established in Alwar-Road Campus, and an automatic bell-ringing system has also been connected.
To enhance the ICT usage in the teaching-learning process it was suggested to establish two smart classrooms.	Two smart classrooms were established with digital interactive board and audio-visual aids.
To disseminate important information, notices, current news, etc. to students, it was suggested to procure two digital display devices for both the college campuses.	Two digital display devices were procured and installed in both the campuses.
To organise extension lecture on Human Values and Professional Ethics	On 17th Aug. 2019 a session was organised on the title "Success in Life". On 25th Feb. 2020 a Guest Lecture was organised on "Humanity". Chief Guest of the event Sh. Ravi Kalra, Founder and President, The Earth Saviour Foundation.
Online Student Satisfaction Survey to be conducted as per the NAAC format.	Online Student Satisfaction Survey was conducted in April 2020. Its analysis and recommendations were put in the IQAC meeting for further necessary actions.
Enhancement of ICT resources in the college for teaching-learning.	Two smart classrooms have been established with interactive boards and other audio-visual aids.
To apply for accreditation from NAAC (Cycle2).	The IQAC has prepared the SSR for Assessment Accreditation from NAAC and submitted the IIQA on 24052019. The college received its grade on 08012020 and is now accredited by NAAC.

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<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	25-Nov-2019
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	07-Jan-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>With the implementation of NEP2020, there is a great need for a robust, configurable ERP for Higher Educational Institutions, to deliver required results bring an improvement in transparency operational efficiency. The college has tieup with MasterSoft ERP Solutions which has been providing a One Stop Solution to manage all Administrative Academic Activities Processes. The ERP is able to produce insightful reports on online enrolment, fees payment collection, student attendance, academic performance, administrative work compliance management, which enables the institutions to make the best data driven decisions. The data is secured on cloud education ERP system can be accessed seamlessly at any time and from anywhere and is compatible with devices like mobile, tablets, desktops, computers, etc. List of Modules which are currently operational: College Enrolment and Fees, Student Administration, Attendance Management, Integrated Teaching Learning Education (LMS), Finance and accounts and Library. Details about the modules can be accessed from the webpage of the ERP Solution Provider on the link mentioned below:</p> <p><a href="https://www.iitms.co.in/collegeerp/">https://www.iitms.co.in/collegeerp/</a></p>

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to M. D. University and gradually shifting to Gurugram University, Gurugram, from 2019-20 session onward. It therefore follows the curriculum provided by the respective university as and where applicable. At the very onset of each academic session, a student orientation programme is organised to acquaint the newly enrolled students about the college, various cells and committees to address their grievances, activities under NCC, NSS, Red Cross, library facility, availability of lesson plans, course outcomes and programme outcomes on college website, feedback links, etc. The Principal conduct a meeting with the staff members and discuss about the shortcomings in previous semester, if any, and future course of actions required to improve the academic atmosphere of the college. Thereafter, the departmental meetings were held to discuss the subject allocation as per the specialization of the concerned faculty. This was followed by the preparation of lesson plan by each faculty member, keeping in view of the number of teaching days prescribed by the University. Senior faculty/ HoDs in each department monitors the pace of course progression and their learning outcomes, and inform about its status to the Principal. The college follows an Internal Evaluation System and assesses the students through class tests, assignments, projects, powerpoint presentations, seminars, quiz, group discussions and role-plays, etc. This helps in evaluating the students' learning levels and accordingly corrective measures are taken through their class incharges, mentors and subject teachers. The faculty are in constant touch with the students through WhatsApp groups for communication. To disseminate online lectures, video lectures, assignments and online quizzes effective use of GSuite for Education is being used. External experts are being invited at various intervals to enlighten the students on current topics and job opportunities. Similarly, workshops, seminars, screening of documentaries/ films etc. were also made to make the learning more interesting and enriching. The college library is equipped with ample facility and sufficient number of textbooks and reference books for a rich reading experience. It has MOPAC facility through MasterSoft ERP software which is available to all the students and staff members at their fingertips. Readers also has an access to INFLIBNET and other e-resources for books and journals. Students are periodically guided and encouraged to visit the library to upgrade their knowledge and skills. Apart from textbooks and references, the college library has subscribed to various newspapers and Magazines as well. The college has four computer labs equipped with updated computers to meet the curriculum related demands of professional courses in IT. Two smart classrooms were developed with interactive whiteboard and internet facility. Overhead projectors with desktop is available in some of the departments. This is all to support the teaching-learning process, since the interactive PowerPoint presentations helps in conveying rather tough and difficult things in an easy and interesting way.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Spoken English and	Nil	01/07/2019	90	Employabil ity	Communicat ion and Inte

Personality Development cum IT	Nil	13/07/2020	90	Employability	Personal Skills, Computer proficiency
Certificate in Office Automation and Digital Education	Nil	13/07/2020	90	Employability	Office Automation, Computer proficiency, ERP
Diploma in Accounting with Tally	Nil	13/07/2020	90	Employability	Accounting, Taxation, Tally Software Management

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	63	18

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spoken English and Personality Development cum IT	01/07/2019	40
Certificate in Office Automation and Digital Education	13/07/2020	23
Diploma in Accounting with Tally	13/07/2020	18
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration (Project Report)	6

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

The college evaluates its performance on the basis of valuable inputs received from various stakeholders. At the end of academic session an Online Student Satisfaction Survey (<https://nbgsmc.ac.in/student-satisfaction-survey/>) is being conducted IQAC to analyse the performance in terms of syllabus completion, learning outcomes, experiential and participative learning methodologies, E-learning, etc. IQAC also collects teacher's feedback on similar parameters. The data were analysed and discussed in IQAC meetings for further necessary actions. Similarly, the college Alumni Cell collects feedback from alumni during Alumni Meet, Convocation or through social media networking sites such as Facebook and Instagram. Their valuable suggestions were collected towards college activities, infrastructural development required, satisfaction towards facilities provided by the institution, library, relevance of the subject towards placement, etc. The subject teachers meet the parents before the end of academic session and discuss the concerned students' performance and further course of actions, if required. They also take feedback from the parents with regard to their wards' satisfaction with the services offered by the college. In all the cases, the feedback mechanism (<https://nbgsmc.ac.in/feedback/>) i.e. from collection of data, its analysis and observations are being used for value addition in the teaching-learning process.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Pass Course (Aided)	240	500	239
BCom	Pass Course (Aided)	80	211	80
BCom	Pass Course (SFS)	80	110	44
BCom	Honours (SFS)	80	126	63
BSc	Non-Medical (SFS)	80	79	23
BBA	General (SFS)	60	102	37
BCA	General (SFS)	60	97	38



MA	Economics (SFS)	50	15	15
MCom	General (SFS)	120	64	64
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1249	134	26	Nil	11

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	35	7	2	2	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

NBGS College follows Mentor-Mentee System to address the academic challenges faced by the students and to provide them a pleasant learning environment. A mentor provides support and guidance towards curricular, co-curricular and personal concerns of their mentee in weekly meetings. A faculty member has been associated with a batch of 20-25 student and are responsible for monitoring the performance of their mentees. A mentor acts as a friend, philosopher and guide to the student and help the student overcome obstacles and boost their confidence and focus in academics, co-curricular or extra-curricular activities. At regular intervals, the mentor give the feedback to their respective subject faculties in which the student is weak and discuss/suggest corrective measures. In case of any violation in student code of conduct or indiscipline the mentor informs the disciplinary committee and students' parent for further necessary actions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1383	38	1 : 36

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	38	18	6	9

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

Nil

NIL

Nil

NA

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**2.5 – Evaluation Process and Reforms**

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	6	24/10/2020	11/11/2020
BCom	B.Com.	6	24/10/2020	08/11/2020
BSc	B.Sc (NM)	6	24/10/2020	10/11/2020
BCA	BCA	6	24/10/2020	05/11/2020
BBA	BBA	6	24/10/2020	06/11/2020
BCom	B.Com. (H)	6	24/10/2020	08/11/2020
MA	M.A. (Economics)	4	12/10/2020	16/11/2020
MCom	M.Com.	4	07/10/2020	16/11/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows a structured and transparent mechanism of Continuous Internal Evaluation system to assess students' performance. Being an affiliated college, the internal evaluation system is in adherence with the guidelines prescribed by the affiliating university. The weightage of internal assessment is 20 of the total marks and based on class tests, assignments and attendance. The criteria of internal assessment are mentioned in the Information Brochure as well as discussed with the students during the orientation programme at the onset of academic session. The class incharges as well as mentors of the students also encourage and support the students in attaining maximum marks in internal assessments. The concerned subject teachers assess the students through both formative as well as summative assessments. The students are well-informed about their performance in class-tests, assignments and attendance through notice boards. If any of the student has any grievance related to it, he/she can approach the respective HOD or Grievance redressal Cell. If any student has been awarded more than 75 marks, the concerned subject teacher is also asked to submit its justification. If any student is having short attendance, the concerned faculty notifies it to the college office as well their parents through SMS. The HODs ensure that the Internal Assessment marks has been submitted to the college office at least one month before their examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At first, the affiliating university publishes its Academic Brochure is which contains admission schedule, admission procedure and other related norms, examinations, teaching days, list of holidays and vacations. The same is uploaded on the college website as well as mentioned in the information brochure for all the stakeholders. In tandem with the academic calendar of the university, the college prepares its own academic calendar. The principal invites suggestions from the HODs and conveners of various clubs, cells, etc.

regarding the list of events they would be conducting during the academic session. The HODs in their departmental meetings take suitable feedback from the faculty in order to made some additions/improvements, if any. The academic calendar is put in the IQAC Meeting for discussion and approval. Thereafter, the academic calendar is displayed on college website as well as circulated among the teaching staff members to ensure proper and timely execution. In addition to the activities, each semester specifically notifies beginning of the semester, teaching days, vacations, preparatory break, beginning of examinations, etc.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://nbgsmc.ac.in/course-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Pass	129	24	18.60
BCom (Aided)	BCom	Pass	53	33	62.26
B.Com. (SFS)	BCom	Pass	23	8	34.78
B.Com. (H)	BCom	Honours	55	38	69.09
B.Sc.	BSc	Non-medical	15	6	40.00
BBA	BBA	General	6	4	66.67
BCA	BCA	General	22	3	13.64
MA	MA	Economics	3	1	33.33
M.Com.	MCom	Commerce	52	32	61.54

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://nbgsmc.ac.in/wp-content/uploads/2020/09/7-Analysis-of-Student-Satisfaction-Survey-May-2020.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Online Seminar on "Career Prospects in Paramedical Services"	IQAC	13/06/2020
Online Seminar on "Managing Financial Resources in COVID-19".	Dept. of Commerce	26/06/2020
Online session on Career Counselling and How to Stay Happy"	IQAC	31/07/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Music	1	Nil
International	Commerce	1	6.2
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
No file uploaded.						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	33	91	43	Nil
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## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Online Cartoon Poster making Competition	Haryana State Legal Services Authority, Panchkula	1	40
Tree Plantation Drive	Sant Nirankari Charitable Foundation	2	32
International Yoga Day	Kayakalp Yoga and Naturopathy Institute.	2	123
First Aid/Home Nursing Training Programme	Red Ribbon Club	1	50
Slogan writing and Cartoon painting competition on Drug Free Society and Traffic Rules	Red Ribbon Club	1	47
Books Donation Drive	Red Ribbon Club	8	70
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### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on Blood Donation	Red Ribbon Club	National voluntary Blood Donation Day	1	70
Swachh Bharat	Sant Nirankari Charitable Foundation	Cleanliness Drive	2	125
Gender Issue	Women Cell	International Women's Day	3	70
Environmental Awareness	Literary Club	ECOIDEAZ Contest on World Environment Day	2	38
AIDS Awareness	Red Ribbon Club	Online Quiz on COVID-19 and AIDS	1	15
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	NIL
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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Anudip Foundation	13/07/2020	Skill Development	41
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5.4	32.04

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libcloud MasterSoftERP	Fully	Nil	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13347	248571	493	129744	13840	378315
Reference Books	305	102178	9	4603	314	106781
e-Books	Nil	Nil	3164309	Nil	3164309	Nil
e-Journals	6150	5900	Nil	Nil	6150	5900
Library Automation	13347	Nil	493	Nil	13840	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
NIL	NIL	NIL	Nil
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	121	4	0	2	0	2	0	50	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>121</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>50</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E-Content Recording Facility	<a href="https://www.youtube.com/watch?v=YDJhPbuhJF0">https://www.youtube.com/watch?v=YDJhPbuhJF0</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
11.95	33.97	56.1	71.96

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures at various levels for maintaining and utilizing physical, academic and support facilities in the college. In case of any interruptions/breakdown standard procedure is followed to bring the equipment/machine in working condition. An Estate Officer is specially appointed to monitor and maintain the physical facilities.

1. Laboratories • The working conditions of the ICT facilities in computers labs are supervised by the Lab Assistant/Attendant and replacement/upgradation required, if any, are reported to the estate officer. • All the computers present in the college and equipment in the computer lab is under an Annual Maintenance Contract and periodically checked. • Preventive maintenance is carried out their respective lab attendants. A record of utilization of equipments, computers and other required material for experiments are maintained in their consumable and non-consumable registers. • Any further requirement/ replacement of the equipments and machineries in the laboratory are reported by lab assistants to their respective HODs / senior faculty for further necessary actions.

2. Library • The library is headed by the librarian and is supported by the library advisory committee who gives feedback and



suggestions in improving the library management system. Library restorer and support staff help the students for searching and lending the books in the library. At end of the Academic year a stock verification is done. 3. Sport equipment/ ground • The sports facility is maintained by the physical director who is assisted by a GameBoy. • The GameBoy maintains and upkeep the ground and the cricket field, does the marking of the ground and provides the play kit for the students. • Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards received by the students etc. 4. Class Rooms • The housekeeping staff maintains the cleanliness inside the class rooms and is monitored by the estate officer. Observations, if any, regarding the cleanliness, non-working of fans and light, etc. are reported by the subject faculties to the estate officer for further necessary action. • A complaint register is also available in the office to maintain the records of such complaints received from the staff members. 5. Other Facilities • The electrical maintenance, the CCTV cameras' maintenance, the Intercom Service maintenance and the College Security are outsourced. The monitoring is performed by the estate officer. • The College Gen sets are maintained by the college / hired agency. • The Reverse Osmosis Water Purifier Systems are also under Annual Maintenance Contract. • Air conditions are serviced annually. • Grants from the UGC are also used for adding to the college infrastructure as well as for its renovation. • In addition, there is a separate Maintenance Room as well as Store in the college.

<https://nbgsmc.ac.in/procedure-policies-maintenance/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Meritorious Scholarship Scheme Concession to Needy Students	62	301007
Financial Support from Other Sources			
a) National	Post Metric Scholarship Merit Scholarship Scheme	244	4024605
b) International	Nil	Nil	Nil

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	16/07/2020	1383	All Class Incharges
Mentoring	16/07/2019	1383	All Mentors
Language Lab	16/07/2019	364	Dept. of Personality Development
Soft Skill Development	16/07/2019	364	Dept. of Personality

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Workshop on UGC NET Competitive Examination	35	Nil	Nil	Nil
2020	Open Placement Session	Nil	53	Nil	Nil
2020	Career Counselling	Nil	202	Nil	Nil

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	M.Com.	Commerce	Pataudi College of Education, C.P.S.M. College, SSJKP College	B.Ed.
2020	15	B.Com. (H)	Commerce	National Law College, KIIT	LLB, MBA, M.Com., JBT

				College, NBGSM College, Bite Nagina, K.R. Mangalam University	
2020	22	B.Com.	Commerce	CPAS, ICSI, Gurugram University, NBGSM College, MDU, VMO University, IGNOU, Drona College of Education, National Law College	MBA, CS, LLB, CMA, M.Com., B.Ed.
2020	1	BBA	Management	IBMR	MBA
2020	3	BCA	Computer Application	IGNOU, SGT University	MCA
2020	4	B.Sc. (Non- Medical)	Science	MDU, Shiv College Tigaon, DPG College, Gurugram	M.Sc. (Math), M.Sc., B.Ed., M.Sc. (Phy)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
State Level Essay competition	Institutional Level	98
Spell Well Contest	Institutional Level	15
Entrepreneurial and Cultural Fest	Institutional Level	40
Singing Competition Solo	Institutional Level	20
English Poetic Recitation Competition	Institutional Level	20
Parliament Session	Institutional Level	17
National Sports Day	Institutional Level	25
Inter Class Commerce Quiz Competition	Institutional Level	53

Hindi Declamation contest	Institutional Level	21
Teachers Day	Institutional Level	150
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	3rd in 25 m Rifle Shooting	National	1	Nil	3261310020	AADEITHYAA

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

At present, for the colleges under Director Higher Education, Haryana has no provision to form a Students' Council, however, the college has always adopted the principles of decentralization and involvement of students in various academic, administrative and co-curricular activities of the college. There is an active involvement of the students in organising various departmental events, college annual functions they are the members of various clubs such as Red Ribbon Club, National Service Scheme, National Cadet Corps, Literary Club, Entrepreneurship Development Club, etc. Further, they are nominated in various committees in the college such as IQAC, College annual magazine "Gyanankur", E-Newsletter "Campus Chronicles", etc. This will ensure maximum outreach among the students and feedback is received to analyse their grievance and take appropriate actions. To instil confidence among the students, they are often given the responsibility of compering in all the departmental and college level functions. The students also extend their support in all the logistics and hospitality of the dignitaries.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution encourages inclusiveness and participative outlook in all its decision-making process and new initiatives. This is evident in the formation of various committees, cells, clubs, etc. at the onset of every academic session, which involve all the beneficiaries, be it the Heads of Departments (HODs), the Faculty and the Support Staff to ensure quality at every level. The Principal of the college also practices decentralization and involves all the faculty members in academic matters, decision making and implementing policies. Practice 1 - Academic Autonomy: The Academic committee, IQAC, Research Advisory Board and other such academic bodies are given liberty to design, implement, monitor, evaluate and report on the various academic issues of the college to the principal. All such committees are composed of HoDs, Sr. Teaching Staff Members and external experts. All the committees are functioning effectively and they update about the progress of the committees to the head of the institution periodically. Practice 2 - Budget Preparation: The Principal, Bursar and Dy. Superintendent of the college discuss the budget estimate with the Heads of the Departments and Conveners of various committees/cells/fora. Valuable inputs are received from each committees and budget estimate are amended due consultation with respective departments. The final budget is then submitted to the office of the Governing Body for further approval in Budget Meeting in which the teaching and non-teaching staff representatives are also present.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The college comes under Dept. of Higher Education, Haryana, who in turn conducts the admission through online application process. The admission process is very transparent and done strictly as per rules, policies and procedures.
Industry Interaction / Collaboration	The college has constituted an IQAC which has Industry representatives and external experts. They give their valuable suggestions and recommendations for academic improvements and identify the skill gap. The college also has a placement cell which continuously strives for placements internships. The Institute has signed MOU with Anudip Foundation regarding certification courses and placements.
Human Resource Management	The teaching faculty is hired as per UGC Norms and student faculty ratio is maintained. There is a performance appraisal procedure for the teaching and non-teaching staff hired under temporary/ contractual basis. The non-teaching staff requirement is at the discretion of the management to meet

	the needs of departments.
Library, ICT and Physical Infrastructure / Instrumentation	Two digital display devices has been installed in the premises of the college for dissemination of important news and events. Two new smart classrooms were developed with audio-visual facility. A central-announcement system was installed for timely announcement of important notices and change of period. Solar power generation capacity was enhanced from 10 kW to 30 kW. College has an MoU with MasterSoft ERP in providing ERP solution and digitalisation of office administration, library, student information management, etc.
Research and Development	The college has formed a Research and Development Board which suggests and conducts various research-oriented activities such as workshops/seminars for the enrichment of the knowledge among faculty members. A reward system has been suggested by the board which is also in consideration by the management and shall be implemented this year.
Examination and Evaluation	The college follows the patter of the affiliating University i.e. of 80:20 wherein 80 weightage is given to end semester exam (semester examination) and 20 weightage is given to internal assessment. The internal assessment is further divided into attendance, assignment and performance in class tests. This scheme of formative and summative assessment ensures proper learning achievement of outcomes.
Teaching and Learning	To make learning more effective, especially in the present times of pandemic where the students are learning from home. The college ensures perfect blend of classroom teaching ICT enabled online teaching so that the students feel motivated at all times. The college further ensures the availability of smart classrooms, ample lab facilities, computational facilities, spacious library and competent faculties.
Curriculum Development	The college is affiliated to Gurugram University, Gurugram and M.D. University, Rohtak, and hence follows the syllabus prepared and designed by the affiliating University. The university at times revise the syllabus which is then informed to the subject

faculties concerned and actions were taken accordingly. In addition to the syllabus, the faculty supports the students in identifying their weakness and work on it through bridge courses available on online learning portals like SWAYAM.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Governance at different levels of the institutional planning and development requires careful analysis of the finances, projections of future, timelines, holding and maintaining minutes of meetings and resolutions taken by the Governing Body, Academic Committee, etc. Budget and finance related expenditure statements is carefully prepared on Tally ERP 9.0 . The strategic five-year development plan is prepared and hosted on the college website. The college conducts online meetings and records of meetings of the minutes and other important documents are digitalised as well as organised in Google Drive for easy accessibility.</p>
<p>Administration</p>	<p>The attendance of the staff is monitored through biometric machines. The has G-Suite for Education and has provided each staff member a unique email id with unlimited data storage. The communication between the staff members and office is often made through E-mails which has helped reducing the paper wastage. The collection of data from the staff, feedback etc. is taken using Google Forms and spreadsheets of the same is maintained. There is an official WhatsApp group for the staff members of the college for timely announcement of certain important messages and notices.</p>
<p>Finance and Accounts</p>	<p>The finance and accounts is maintained through the software Tally ERP 9.0. The same is being used for generation of reports such as Consolidated Day Book, General Day Book, Daily Cash Collection Reports, etc.</p>
<p>Student Admission and Support</p>	<p>Student admission procedure is completely online and maintained through the online portal provided by DGHE, Haryana. The students so admitted are transferred in the college ERP</p>

	software. Other such facilities such as Bonafide certificates, Issue of ID-Cards, Library cards, etc. are available in the ERP. The feedback from the students, student satisfaction survey, grievances if any, are received through college website and Google Forms.
<b>Examination</b>	The examination module is provided by the affiliating university from which the student details, admit cards, etc. can be exported. The submission of internal assessments, practical marks etc. are submitted on the online portal of MDU and Gurugram University.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>Nil</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>
<b>No file uploaded.</b>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>2020</b>	<b>Workshop on Integrating ICT in Teaching-Learning Process</b>	<b>Nil</b>	<b>21/04/2020</b>	<b>27/04/2020</b>	<b>45</b>	<b>Nil</b>
<b>2020</b>	<b>Nil</b>	<b>Three Days Online "Skill Building Workshop"</b>	<b>18/05/2020</b>	<b>20/05/2020</b>	<b>Nil</b>	<b>34</b>
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration



Skill Development for Online Teaching	2	05/05/2020	07/05/2020	3
Online Teaching -Learning Processes Using ICT Tools For Education 4.0	3	08/06/2020	13/06/2020	6
Multimedia enriched e-Content Development	2	21/05/2020	26/05/2020	6
Multimedia And Drawing	1	03/06/2020	16/06/2020	14
Machine Learning And Applications	1	08/05/2020	13/05/2020	6
Introducton To Data Analysis Using R	1	11/06/2020	17/06/2020	7
Innovative Teaching Learning Methodologies	1	06/07/2020	10/07/2020	5
Emerging Trends in Research Methods	1	08/06/2020	13/06/2020	6
Advanced Topic in Chemical Sciences	1	15/05/2020	21/05/2020	7
Online Teaching-Learning Processes using ICT Tools for Education 4.0	1	08/06/2020	13/06/2020	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	42	12	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Regular Staff appointments prior to 2004 are eligible for pension benefits on	Provision of loan against PF as per Haryana Govt. norms. Provision of Wheat loan. Free uniforms	Meritorious Scholarship Scheme and Fee Concession for needy students. Grievance Redressal Cell,

<p>retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Leave to teaching and non-teaching staff are given as per the guidelines from Govt. of Haryana. Provision of Duty Leave for attending National / International conferences and seminars. Provision of salary on 1st week of every month irrespective of grant-in-aid received from government Provision of loan against PF as per Haryana Govt. norms.</p>	<p>to the class IV employees twice a year.</p>	<p>Anti Ragging Cell, Women Cell, Book bank facility, Coaching classes for competitive examinations.</p>
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#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Internal Audit is conducted by the Bursar of the college. To make the system more robust and transparent, the bills are scrutinized by the President, Governing Body before the release of final payments. The accountant of the college maintains all the financial records in accounting software Tally ERP 9.0. The external audit of the Amalgamated Fund is conducted by the affiliating university. The college prepares the balance sheet which is further audited by a Firm of Chartered Accountants "AMRG Associates". In addition to this, grants received from the Govt. is audited by the AG (Haryana), DGHE.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Sant Nirankari Charitable Foundation	13961199	Development of Smart Classroom, Central Anouncement System, Purchase of Furniture and Fixtures, Annual function, Solar Power Generation System, other miscellaneous building repair and maintenance
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6.4.3 – Total corpus fund generated

66197064

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	NAAC	Yes	IQAC
Administrative	Yes	NAAC	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Orientation Programme: During the admission process, the parents were informed about the functioning of the college and the rules and regulations their wards must follow. In case of any grievance, the student can approach various cells/committees such as Grievance Redressal Cell, Anti-Ragging Cell, SC/ST Cell, etc. Mentor-Mentee Programme: There is a continuous interaction among the Class-Incharges as well as Mentors of the students with the parents through phone calls and personal meetings. It helps teacher to discuss the hurdles their wards are facing and correction measures requires on the side of their parents, if any. Feedback Session: The teacher's collects feedback from the parents in relation to curriculum, amenities provided by the institution and grievances, if any. This helps in identifying the problems and their suggestions so received is sent to IQAC for further necessary action.

6.5.3 – Development programmes for support staff (at least three)

All the support staff have oriented every year about maintaining the decorum and respect among the staff members in the workplace. In addition, free uniforms are provided to the class IV employees twice a year. Solid Waste Disposal and Handling of Harmful Chemicals, etc. are discussed with the support staff of science department.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- i) Empowerment of IQAC by including eminent educationists and external experts.
- ii) Formation of Research and Development Board to strengthen the research activities in the college.
- iii) Digitalisation of Administration, library and student support services
- iv) Inclusion of Student Satisfaction Survey (Collection of report, Analysis and Action Taken) as annual practice under IQAC.
- v) Introduction of Job-oriented Courses

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Internal Academic and Administrative Audit	04/12/2020	04/12/2020	05/12/2020	61
2019	Student Orientation Programme	01/08/2020	01/08/2020	01/08/2020	270
2019	Financial Literacy and Investor Awareness Session	29/08/2020	29/08/2020	29/08/2020	53

2019	Special Classes for UGC-NET Aspirants	27/09/2020	27/09/2020	28/09/2020	35
2019	Workshop on Entrepreneurship by EDC	05/10/2020	05/10/2020	05/10/2020	60
2020	Convocation Day	14/02/2020	14/02/2020	14/02/2020	140
2020	Annual Day	15/02/2020	15/02/2020	15/02/2020	600
2020	Workshop on Integrating ICT in Teaching-Learning Process	21/04/2020	21/04/2020	27/04/2020	45
2020	Three Days Online "Skill Building Workshop"	18/05/2020	18/05/2020	20/05/2020	34
2020	IQAC Meeting	15/06/2020	15/06/2020	15/06/2020	17
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women Day	07/03/2020	07/03/2020	40	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Total annual power requirement met by the renewable energy sources is 9200 KWH. Total annual power requirement is 83782 KWH. Hence, the percentage of power requirement of the College met by the renewable energy sources is approximately 11

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille	No	Nil

Software/facilities		
Rest Rooms	Yes	2
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	1	18/07/2020	1	Tree Plantation	Conservation of Environment	27
2019	Nil	1	26/08/2019	1	Awareness Programme on HIV/AIDS	Awareness on AIDS	46
2019	1	Nil	29/08/2019	1	Financial Literacy and Investors Awareness	Financial Literacy and Investments	53
2019	Nil	1	11/09/2019	1	Books Donation Drive	Support the needy students who couldn't buy their books	61
2020	1	Nil	06/01/2020	1	First Aid/ Home Nursing Training Programme	Health and Awareness	50
2020	1	Nil	22/02/2020	1	Trip to Mughal Garden and Akshardham Temple	Awareness on Indian Religion and Cultural	54
2020	Nil	1	23/02/2020	1	Cleanli	Health	125

			020		ness Drive	and Hygiene	
2020	Nil	1	05/03/2020	1	Awareness on Corona virus	Health and Awareness	45
2020	Nil	1	05/06/2020	1	ECOIDEAZ Contest	Environmental Awareness	38
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	01/05/2019	The code of conduct is being followed by all the members and is well displayed on the college website as well as at various prominent locations inside the college campus.
Code of Professional Ethics for Teachers	01/05/2019	The code of conduct is being followed by all the members and is well displayed on the college website as well as at various prominent locations inside the college campus.
Code of Conduct for Non-Teaching Staff	01/05/2019	The code of conduct is being followed by all the members and is well displayed on the college website as well as at various prominent locations inside the college campus.
Code of Conduct for Principal	01/05/2019	The code of conduct is being followed by all the members and is well displayed on the college website as well as at various prominent locations inside the college campus.
Code of Conduct for Governing Body	01/05/2019	The code of conduct is being followed by all the members and is well displayed on the college website as well as at various prominent locations inside the college campus.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Session on "Success in Life"	17/08/2019	17/08/2019	55
Teacher's Day	05/09/2019	05/09/2019	200
International Literacy Day	07/09/2019	07/09/2019	60
Celebration of Hindi Diwas	14/09/2019	14/09/2019	18
Guest Lecture on "Humanity"	25/02/2020	25/02/2020	100
International Yoga Day	21/06/2020	21/06/2020	123
Independence Day	15/08/2020	15/08/2020	20
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installed Solar Power Generation system of 30 kW capacity
2. Horticulture and Kitchen waste to compost
3. MoU with "Greenobin (Recycling Company)" to recycle paper waste
4. Rain Water Harvesting System
5. Organic Farming and Green Landscapes

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practice - I 1 Title:** Focused attention towards developing Interpersonal and Soft Skills. **2 The context:** The students coming to the college has a less than average communication and interpersonal skills. Often due to this, the students are unable to grab the opportunity in terms of internships and placement. It is therefore, through worthwhile to introduce a special class, solely for the development of interpersonal and soft-skills among student. This is will also encourage them to speak their opinions and have effective and empowering conversations with fellow classmates, faculties and prospective employers. **3 Objectives:**

- To develop interpersonal and soft-skills using regular classes by a specialised faculty.
- To conduct various activities and sessions and increase the employability of the students

**4 The Practice:** A faculty was hired in the department of personality development to conduct the classes on regular basis. The curriculum was framed based on the learning outcomes required for a student to be job ready. In addition, the faculty of personality development is also a part of the placement cell and conducts various training programs to improve the student's aptitude, logical and critical thinking ability, etc. Various sessions on Resume making, interview skills, Grooming, etc. was organised to prepare the students for the future challenges. **5 Obstacles faced if any and strategies adopted to overcome them:** Student are under confident and lacks awareness about the importance of soft-skills in the development of one's personality. The student often expects high salary package but they lack commitment and hard work requires in developing one's capabilities and skills in order to attain that package. Another obstacle generally faced by the student is time constraint. The current academic curriculum requires the student to continuously attend their regular classes till the end of college hours, and moreover, such extra classes on soft-skills are not credit based, the student doesn't take it seriously. **6 Impact of the practice:** The students who have sincerely attended these classes and sessions so organised under the Dept. of Personality Development has shown greater

tendency in taking active part in placement sessions and extra-curricular activities. There is a considerable growth in terms of active involvement on classroom discussions and activities which inculcates team effort, leadership and entrepreneurship. 7 Resources required: The College needs to recruit a faculty to conduct these classes apart from regular subject faculties. At time, professional trainers are required to motivate the student to understand the importance of soft-skills, such activities have financial implications. Arranging internships for the students is a challenging task to the placement cell. Best Practice - II 1 Title: Paperless office communication through G-suite and ERP. 2 The context: Earlier, the data related to office, library, admission, activities, etc. was maintained in hard copies and was difficult to manage. The accreditation bodies such as NAAC itself used to collect hard copies of reports which has been now replaced by the soft copies, that are required to be uploaded by the college through online portal. Institution need to maintain a detailed record of data institutional information of several past years and keep a tab on every ongoing-operation in the institution to prepare accurate evaluation reports. Moreover, the digitalization is the need of the hour. A College ERP System can support academic institutions to streamline their work-processes manage detailed reports. In addition, the applications in G-Suite for Education can support an institution in providing unlimited data storage, official domains (@nbgsmc.ac.in), video conferencing tools such as Google Meet and learning management system such as Google Classroom. 3 Objectives: • To digitalise the office administration and communication process through G-Suite and official WhatsApp group • To automate the college library services • To digitalise the finance and management services through Tally ERP • To make sure the important reports such as student strength, faculty details, short attendance, monthly attendance reports, daily cashbook reports, income-expenditure statements etc. are easily accessible. 4 The Practice: Every higher educational organization has its own specific requirements and it may vary as per the time and instructions received from UGC and affiliating university norms. The college thus has an MoU with MasterSoft ERP Pvt. Ltd. who has been providing various cloud-based software modules such as Student Admission, Fee Management, Academic, Employee, Library, Finance and Management, e-learning, etc. A committee has been constituted to implement the said ERP modules and conduct training sessions for the teaching and non-teaching staff members. Later, the role of the members of the ERP committee is to allocate subjects to faculties in ERP and generated time-tables for respective classes. Students and staff-members can therefore login in the Android App provided by the MasterSoft with their respective MIS username and password. Features time-table, study Material, sharing of video lectures, online attendance, leave management, etc. can be accessed via the mobile app. The G-Suit for Education solves the purpose of video conferencing, LMS (Google Classroom), unlimited data storage, etc. 5 Obstacles faced if any and strategies adopted to overcome them: Although, many functions like admissions, examinations, internal assessment etc. were already managed by the office staff on the online portals of affiliating university and Dept. of Higher Education, Haryana, the college ERP system is the major software applications adopted by the College and has significantly invested in their implementation. Initially, some of the users was unable to operate and understand its functionalities and hence were hesitant in implementing the software. Further, it was of opinion that it will increase the workload on the staff by managing the data physically as well as on software. In addition, there were certain challenges in implementing the fee management system which was later discussed and resolved partially by the service provider. In spite of all the problems faced, all the users put in their efforts to the best of their abilities in implementing the ERP. 6 Impact of the practice: With time, the regular use of ERP has resulted into integrated student records and further due to cloud-based interface it can be accessed at the touch of their fingertips anytime anywhere by the authorised users. It has resulted into reduction of



workload on office staff members as college ID cards, fee records, bonafide certificates, attendance reports, etc. can be generated easily without much external assistance. It empowered the students to check their attendance and comply with the progress reports shared by their respective teachers. ERP has enabled faculty and staff members to minimise the use of paper in preparing reports and sharing the learning materials such as assignments and notes with the students. In summary, the practice has resulted into effective administration, increased coordination and communication among staff and students, automation of the library and standardization of the system. 7

Resources required: The College has to rely on external IT firms for the backend management of mobile applications and web resources required for the running of the ERP. Regular training sessions need to be conducted for the teaching as well as non-teaching staff for effective implementation of the ERP. Furthermore, there is an annual financial implication on the budget of the institution which needs to be addressed.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://nbgsmc.ac.in/wp-content/uploads/2021/05/2019-20\\_Best-Practices.pdf](https://nbgsmc.ac.in/wp-content/uploads/2021/05/2019-20_Best-Practices.pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

NBGSM College aims to produce well-versed and wholesome human beings through value-based education who are not only conversant with material skills but also with vital life skills. This institution came into existence at the finest need of the hour with the mission and vision to realise the dreams of thousands of rural children in the locality of Sohna. It was the continuous effort of the institution to turn the students into enlightened citizens with a zeal to contribute their bit in nation building. Since its inception in 1975, the college has progressively moved forward in all the arenas of academic life, making it one of the leading colleges of the region. Its long-term vision is to impart education to the rural based youth with affordable fee and to produce graduates with good attributes towards society. The locality of Sohna was lagging behind in the field of higher education of women due to different socioeconomic factors. This institution has accomplished a lot by transforming the attitude of students and has produced a good number of educated women in the locality. Some of them are engaged in the field of education, health service, finance, government sector and other spheres. Since the majority of the students belong to rural community, the college conducts special classes to groom their personality and develop their interpersonal skills which is building a positive and progressive outlook in the students. The College has two campuses namely City and New Campus, is set on 16 acres with the ancient and pleasing Aravalli hills as a backdrop. In the area of technical advancement, the management is dedicated towards making available well-equipped computer labs, chemistry and physics labs, geography and music labs, etc. The library is well furnished with more than 200 seating capacity and the entry-exit as well as issue-return is fully automated with Libcloud MasterSoft ERP. Recently, two new smart-classrooms have been developed and more are in the pipeline in the years to come. The institution inculcates and nurtures the talent among the students by organising various extra-curricular, cultural and sports activities. Additionally, the institution also works towards environment sustainability and has adopted various green practices such as paper recycling, kitchen and garden waste to compost, organic farming, solar power generation and rain water harvesting. It is this blending of value-based education with technical modernity the students of NBGSM College have repeatedly proved their mettle in academics as well as sports by bagging a number of meritorious

positions in university exams and medals in various sports event organised at institutional/ state levels. Year after year our bright students found place in the university merit lists. Taken together, these strengths and ideals, college have contributed in plenty of measures toward the establishment of a culture in our College that is uniquely our own and that strengthens us in all that we do, and binds us together into one educative community.

Provide the weblink of the institution

<https://www.nbgsmc.ac.in>

### **8.Future Plans of Actions for Next Academic Year**

- Introduce more certificate/diploma/value added courses
- Conduct a workshop on "Research Methodology"
- Conduct a workshop/seminar on IPR and Industry-Academia Innovative Practices.
- Participation in NIRF, ISO Certification, Quality Audits
- Introduce a scheme to incentivize teachers who receive State/National/International recognitions/awards
- Introduce a scheme to incentivize teachers whose research articles are published in journals listed in UGC CARE List of approved journals.
- Introduce a scheme to incentivize teachers who publishes Books/ Book Chapters/ papers in National/International Conference Proceedings, etc.
- To work on increasing the number of capability enhancement and development schemes such as Remedial Coaching, Yoga, Meditation
- To introduce a scheme to financially support the teachers towards attending conferences/ workshops and towards memberships fee of professional bodies.
- To conduct more professional development programmes for teaching and non-teaching staff.
- To conduct more number of gender equity promotion programmes.