

# Annual Quality Assurance Report (AQAR) (Session 2013-14)

*(1 July 2013 to 30 June 2014)*

Submitted by

**Internal Quality Assurance Cell (IQAC)**



**NIRANKARI BABA GURBACHAN SINGH MEMORIAL COLLEGE**

*Affiliated to M. D. University, Rohtak*  
Sohna, Gurugram, Delhi – NCR, Haryana – 122103, India

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# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2013-14

### I. Details of the Institution

1.1 Name of the Institution

NBGSM, COLLEGE

1.2 Address Line 1

SOHNA

Address Line 2

ALWAR ROAD

City/Town

SOHNA (GURGAON)

State

HARYANA

Pin Code

122103

Institution e-mail address

office@nbgsmc.ac.in

Contact Nos.

0124-2362269

Name of the Head of the Institution:

DR. M. S. KHATRI

Tel. No. with STD Code:

0124-2362269

Mobile:

7838663646

Name of the IQAC Co-ordinator:

DR. RITA AHUJA

Mobile:

9958673971

IQAC e-mail address:

iqac@nbgsmc.ac.in

1.3 NAAC Track ID (For ex. MHC0GN 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)

1.5 Website address:

www.nbgsmc.ac.in

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	1 <sup>st</sup> Cycle	B+	75.25	2003	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

25/5/2011

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

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)

Computer Application

1.11 Name of the Affiliating University (for the Colleges)

M.D. UNIVERSITY, ROHTAK,  
HARYANA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University	<input type="text" value="---"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="---"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other ( <i>Specify</i> )	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="--"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="--"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value=""/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  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

1. Workshop on "Computer Language."
2. Workshop on "How to Write a Good Research Paper?"
3. Workshop on "Computer Networking"

2.14 Significant Activities and contributions made by IQAC

The IQAC has contributed:

1. In emphasizing on organizing workshops where large number of students from different departments can interact with our faculty members.
2. Initiating the process of rebuilding the college old campus with improved facilities.
3. In recommending Internet facility for the faculty and students in the college.
4. In organizing Convocation Function in the college.
5. In making available an improved security measures in the college by introducing CCTV Surveillance system.
6. In beginning the Biometric record keeping of staff in the Alwar road campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year\*

Plan of Action	Achievements
To ensure that the old campus building is either renovated or rebuilt with greater amenities.	As requested by the IQAC, old campus building is being demolished to rebuild it with enhanced facilities.
To ensure that the Convocation function is organized to appreciate the efforts made by the students.	As recommended, a Convocation function is organised on 05 <sup>th</sup> March, 2014.
To ensure that a Genset is procured for uninterrupted power supply.	As requested, a Genset of 100 kV is procured.
To add, CCTV Surveillance system in the college for better safekeeping.	CCTV Surveillance systems, along with 58 CCTV cameras were installed in the campus.
To introduce Biometric Record Keeping of staffs.	A Biometric Machine was installed at the administrative block to maintain the attendance of staffs.
To obtain a regular housekeeping services.	As requested by the IQAC, a contractual service was acquired from "Efficient Housekeeping Services".

\* Annual Academic calendar as prescribed by M.D. University, Rohtak (**Annexure II**)  
 Activities in addition to the schedule as mentioned in the Annual Calendar (**Annexure III**)

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The Management examined the contents of the AQAR thoroughly and recommends it to be submitted to NAAC.



## Part – B

### Criterion – I

#### I. 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	--	--	--	--
PG	01	--	01	--
UG	04	--	03	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	05	--	04	--
Interdisciplinary	02	--	02	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	Nil
Annual	Nil

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

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

\*Analysis of the Feedback (Annexure-IV)

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

The revisions / updation of regulation or syllabi in respect of all UG and PG classes were duly incorporated as per M.D. University Guidelines and complied with. We are not authorized to incorporate or revise any changes in the syllabi at the college level.

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

None

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	01	08	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

06
----

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
02	08							02	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

		18
--	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	-	09	-
Resource Persons	-	-	-

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

Group Discussions, Seminars, Workshops, Power Point Presentations and Learning through EDUSAT.
--

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

180
-----

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

Assignment & Class Test.
--------------------------

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

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

2.10 Average percentage of attendance of students

68

2.11 Course/Programme wise distribution of pass percentage:

**Examination: Dec. 2013**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I Sem	163	0.61	-	6.74	3.06	10
BA III Sem	144	-	-	2.77	0.69	3
BA V sem	97	-	1.3	32.98	7.21	41
B.Com I Sem	79	-	5.06	36.7	1.26	43
B.Com III Sem	65	-	16.92	63.07	7.69	88
B.Com V Sem	68	-	20.58	64.7	4.41	90
B.Com I Sem	88	-	2.27	13.63	-	16
B.Com III Sem	77	-	2.59	23.37	12.9	39
B.Com V Sem	67	-	11.94	56.71	1.49	70
BBA I Sem	43	-	9.3	4.65	-	14
BBA III Sem	19	5.26	36.84	42.1	-	84
BBA V Sem	36	-	25	2.77	-	28
BCA I Sem	42	-	-	-	2.38	2
BCA III SEM	27	3.7	14.81	7.4	-	26
BCA V Sem	28	7.14	14.28	3.57	-	25
M.Com I Sem	64	-	4.68	45.31	3.12	53
M.Com III Sem	34	-	20.58	44.11	8.82	74

**Examination: May. 2014**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA II Sem	163	-	4.29	11.65	-	16
BA IV Sem	144	-	6.25	7.63	0.69	15
BA VI sem	97	-	5.15	20.61	2.06	28
B.Com II Sem	79	3.79	12.65	22.78	-	39
B.Com IV Sem	65	3.07	13.84	58.46	4.61	80
B.Com VI Sem	68	-	20.58	58.82	10.29	90
B.Com II Sem	88	1.13	5.68	5.68	-	13
B.Com IV Sem	77	-	5.19	23.37	3.89	32
B.Com VI Sem	67	-	14.92	64.17	1.49	81
BBA II Sem	43	-	6.97	-	-	7
BBA IV Sem	19	-	26.31	10.52	5.26	42
BBA VI Sem	36	-	47.22	30.55	-	78
BCA II Sem	42	-	-	2.38	-	2
BCA IV SEM	27	-	7.4	18.51	-	26
BCA VI Sem	28	-	21.42	3.57	-	25
M.Com II Sem	64	1.56	50	26.56	-	78
M.Com IV Sem	34	-	38.23	52.94	-	91

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

By continuous interaction with the faculty and the students and getting regular feedback from all the stakeholders towards quality enhancement.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	01
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
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	3	0	4	3
Technical Staff	12	1	1	8

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Encouraging the staff members to take part in National and International Academic Conferences / Seminars and present quality research papers therein.
2. Motivating the staff members to undertake minor and major research projects.
3. Encouraging the faculty to pursue doctoral work.

#### 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	05	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of 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	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-

Total	-	-	-	-
-------	---	---	---	---

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

--

--

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

--

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

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

3.21 No. of students Participated in NSS events:

University level -- State level --

National level -- International level --

3.22 No. of students participated in NCC events:

University level -- State level 55

National level 8 International level --

3.23 No. of Awards won in NSS:

University level -- State level --

National level -- International level --

3.24 No. of Awards won in NCC:

University level -- State level --

National level 25 International level --

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="01"/>

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

- Celebration of Voter's Day in the College.
- Celebration of National HIV/AIDS Day.
- Celebration of Youth Voter's Festival.
- Awareness through Debate and Essay Writing competitions by Women Cell.



## 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 (in acres)	14+2	--	--	16
Class rooms	15	04	College Management	19
Laboratories	03	--	--	03
Seminar Halls	01	--	--	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		3 Biometric Machines, 6 Laptops, 1 Water cooler 58 CCTV Cameras 2 LCD Screen 1 100kV Genset	College Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		13,43,285		
Others (Office, Management Room, Staff Rooms, Departmental Rooms, Common Rooms, Library, etc.)	11	--	--	11

#### 4.2 Computerization of administration and library

Administration and Library is not yet computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10563	1784462	421	113933	10984	1898395
Reference Books	176	36940	24	7680	200	44620
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	03	1 MBPS	--	--	04	04	--
Added	--	--	--	--	--	--	--	--
Total	37	03	1 MBPS	--	--	04	04	--

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

1. Internet facility has been introduced for the students and staff.
2. CCTV Surveillance system for improving the security.
3. Introduction of Biometric Record Keeping Machine.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	2,02,452
ii) Campus Infrastructure and facilities	77,77,664
iii) Equipments	25,41,976
iv) Others	12,58,131
<b>Total :</b>	<b>1,17,80,223</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students were urged by the IQAC to approach the Subject teachers / Departmental Heads for any support they require.
- The IQAC make sure that girl students approach the Women’s Cell for any gender specific support, if they require.
- Information regarding various students support services available are displayed on the notice boards.
- The students were encouraged to approach Proctorial Board / Anti-ragging Cell if they require any help.

#### 5.2 Efforts made by the institution for tracking the progression

1. Regular efforts are made by the institution for tracking the student’s progression.
2. Counseling and support services are provided by the faculty for students who are about to pass out from the college in regard to their admission in higher education programs or career opportunities.
3. The IQAC urged the career guidance cell to display all higher education and job opportunities on and off the campus on notice boards and circulate such information in class rooms as well.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1166	108	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

	No	%
Men	868	68.13

	No	%
Women	406	31.87

Last Year						This Year					
General	SC	ST	BC	Physically Challenged	Total	General	SC	ST	BC	Physically Challenged	Total
376	155	-	560	-	1091	428	195	-	651	-	1274

Demand ratio

1 : 0.99

Dropout %

UG – 20.13 %  
PG – 07.50 %

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

Periodic guidance was provided to students for state and national level competitive examinations. The guidance was taken by the internal faculty as well as external experts.

No. of students beneficiaries

Data not available

#### 5.5 No. of students qualified in these examinations

NET	02	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

#### 5.6 Details of student counselling and career guidance

- Faculty were deputed at the time of admission to give counselling to admission seekers.
- Students were motivated to prepare for various competitive examinations.
- Various experts were invited for students career counselling.

No. of students benefitted

>800

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	37	17	—

#### 5.8 Details of gender sensitization programmes

- A lecture was organized on the Topic “Direction of a Modern Women”

## 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  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	443	21,42,245
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

### 5.13 Major grievances of students (if any) redressed:

All the grievances of the students (If any) related to infrastructure and facilities as well as University related issues were promptly redressed.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **VISION**

N.B.G.S.M College, Sohna visualizes itself as a platform for holistic development of students which aims at imparting invaluable life skills along with a high level of material skills and building strong moral and social values so that they acquire worldly knowledge and technical modernity along with moral values and spiritual awareness which will make the world an ideal place to live in.

#### **MISSION**

Our mission is to provide quality education to a broad spectrum of community so as to produce knowledgeable, skilful, morally and spiritually sound citizens who can endure the challenging responsibilities of the emerging job-market and the professional environment as well as those of the society at large.

The Management of the college is fully dedicated to the cause of education. The college is highly committed to the welfare of the students.

6.2 Does the Institution has a management Information System

Yes,

- Students' enrollment data, fee management and examination details.
- Student's attendance and fine record
- Internal and external assessment data
- Faculty leave records
- Departmental activity registers

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

6.3.1 Curriculum Development

The college does not have autonomy in designing the syllabi for various courses. However, the IQAC encourages the faculty to give their valuable suggestions about curriculum development to University Board of Studies.

6.3.2 Teaching and Learning

Teachers are encouraged to attend academic conferences / seminars / workshops and faculty development programs to hone their learning and teaching skills.

### 6.3.3 Examination and Evaluation

Students are evaluated through class tests and assignments and HOD of each department evaluate the students' result and gives feedback for improvement.

### 6.3.4 Research and Development

The faculty is encouraged to attend National / International level, Seminars / Conferences / Symposia, etc. to enhance their knowledge and hone their skills.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Quality reference books and journals are procured for the Library.
- Internet facility has been obtained for the staff and students.
- A Genset of 100 KV was procured to have an uninterrupted power supply.
- CCTV surveillance system was procured.
- Biometric record keeping machines was procured.

### 6.3.6 Human Resource Management

- Workshops / Faculty development programs are organized for enhancing the skills of the faculty.
- The faculty is encouraged to undertake quality research work in their respective fields.

### 6.3.7 Faculty and Staff recruitment

The college follows two criteria as follows:

#### **1. For Sanctioned Post:**

To fill the vacant positions against sanctioned post both in teaching as well as non-teaching, a structured process as prescribed by Haryana Government and M.D. University guidelines is followed.

#### **2. Non Sanctioned Post:**

The governing body of the college constitutes a recruitment committee whenever the need arises to fill the vacant positions against teaching and non-teaching categories.

### 6.3.8 Industry Interaction / Collaboration

Companies were often invited to the college campus for the placement / counselling of the outgoing students.

### 6.3.9 Admission of Students

All the admissions are made strictly on merit basis as per Govt. and M.D. University Guidelines.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Provision of Sabbaticals for doctoral work and for attending National / International conferences and seminars.</li> <li>• Provision of salary on 1<sup>st</sup> week of every month irrespective of grant-in-aid received from government</li> <li>• Provision of loan against PF as per Haryana Govt. norms.</li> </ul>
Non-teaching	<ul style="list-style-type: none"> <li>• Free uniforms to the class IV employees twice a year.</li> <li>• Provision of loan against PF as per Haryana Govt. norms.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Fee concession to needy and meritorious students</li> <li>• Prizes for outstanding achievements in academics and other literary activities.</li> </ul>

### 6.5 Total corpus fund generated

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### 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	Yes/No	Authority
Academic	No	--	Yes	IQAC
Administrative	No	--	Yes	IQAC

### 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?

The College complies with the guidelines and instructions received from the affiliating University viz. M.D. University as is.



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

- The alumni give counseling to the college students towards improving their life skills.
- The alumni provide their valuable feedback as and when required.

6.12 Activities and support from the Parent – Teacher Association

The parents meet the teachers during college events wherein they give their valuable suggestions and feedbacks towards overall quality enhancement of the college as well as of their ward.

6.13 Development programmes for support staff

Training programs were organized for non-teaching staff on usage of ICT tools like MS Office.

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

- Awareness programs on “conservation of water and electricity”
- Usage of energy efficient products.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Organization of Convocation Function to appreciate the efforts made by the students. It generates a sense of belongingness towards college.
- Introduction of Biometric Machine for taking attendance of the staff.
- Procurement of Genset of 100 kV for uninterrupted power supply so that students don't miss their classes.
- Installation of CCTV cameras to improve the security of the campus.

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

- The teachers fulfilled the UGC and DGHE, Haryana, norm in this regard by taking extra classes as and when required.
- Needy and meritorious students were given support in terms of books and extra classes as and when required.
- As per the Plan of action of the IQAC, old architecture has been demolished and restructuring has begun.
- As the behest of the IQAC, A Genset was procured to overcome the power shortage.
- As per the request made by the IQAC a Biometric Record keeping Machine was installed.
- In addition, CCTV Surveillance system were installed to improve the security of the campus.
- Contractual services from Efficient Housekeeping services were taken to improve the cleanliness of the campus.

7.3 Give two Best Practices of the institution

- The two best practices are:
  1. Learning through Feedback.
  2. Maintenance and development of college infrastructure.

**\* Details available in Annexure V and VI**

7.4 Contribution to environmental awareness / protection

- Students were made aware about the environmental protection at the classroom level.
- Plantation of more trees.
- Steps were taken towards making the college polythene free.

7.5 Whether environmental audit was conducted? Yes  No

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

<b>SWOT Analysis</b>	
I.	<b>Strengths</b> <ul style="list-style-type: none"><li>• Committed and experienced staff</li><li>• Professional administrative and support staff</li><li>• Optimum utilization of college infrastructure</li><li>• Sound financial support from the management</li></ul>
II.	<b>Weakness</b> <ul style="list-style-type: none"><li>• Government sanctioned teaching and non-teaching posts lying vacant.</li><li>• Intake of students with little English and communication skills.</li><li>• Syllabus too stretched for additional activity</li></ul>
III.	<b>Opportunities</b> <ul style="list-style-type: none"><li>• Playground can be developed</li><li>• Growing number of youth seeking higher education</li><li>• Opportunities to introduce newer courses</li><li>• Internet facility can be enhanced</li></ul>
IV.	<b>Threats</b> <ul style="list-style-type: none"><li>• Standards of students coming from govt. schools is below average.</li><li>• Intensifying competition.</li></ul>

## **8. Plans of institution for next year**

- Enhancing the range of internet facility by making the campus WIFI.
- Constructing a new canteen with modern amenities.
- To approach management regarding Bus facility to girl students.
- Renovating the reception area of the college.



*Dr. Rita Ahuja*

*Signature of the Coordinator, IQAC*



*Dr. M. S. Khatri*

*Signature of the Chairperson, IQAC*

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## **Annexure-I**

### **Abbreviations**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## Annexure – II

revised\_schedule Ugpg.jpg (JPEG Image, 800 × 851 pixels) - Scaled... [http://mdurohtak.ac.in/pdf/Notices\\_Pdf/new\\_notice/revised\\_schedul...](http://mdurohtak.ac.in/pdf/Notices_Pdf/new_notice/revised_schedul...)

*Dyus-Ucc/eha/1192*  
*21/8-13*

### MAHARSHI DAYANAND UNIVERSITY ROHTAK

#### NOTIFICATION

In partial modification of notification issued vide Enrol. No. ACS-III/2013/4783-4903 dated 15.05.2013 the Vice-Chancellor is pleased to approve the revised Schedule of Terms and Vacations to be observed by the University Teaching Departments, Indira Gandhi P.G. Regional Centre, Meerut (Rswan), University Institute of Law and Management Studies, Gurgaon and Colleges affiliated to M.D. University Rohtak running UG & PG and other Professional Courses (Semester System) (except B.E., M.C.A., B.Tech and M.Tech Courses) during the session 2013-14 as under:-

Admissions	16.07.2013 to 31.07.2013
Teaching (Odd Semester)	01.08.2013 to 30.11.2013
Vacations – I	30.10.2013 to 05.11.2013
Examinations	02.12.2013 to 24.12.2013
Winter Vacations	17.12.2013 to 31.12.2013
Teaching Even Semester	01.01.2014 to 30.04.2014
Vacations – II	12.03.2014 to 18.03.2014
Theory Examinations (U.G. & P.G. Courses)	01.05.2014 onward
Summer Vacations	19.05.2014 to 30.06.2014

#### NOTE:

1. The Classes for all Odd Semesters i.e. 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> ..... shall commence from 01.08.2013.
2. The Classes for all Even Semesters i.e. 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> ..... shall commence from 01.01.2014.
3. If the number of teaching days falls less than 180 days (90 days in each Semester) in the Academic Session 2013-14 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.

REGISTRAR

Dated 19/8/13

Enrol.No.ACS-III/2013/ 13183-13202

Copy of the above is for .....

## Annexure – III

### Calendar of Activities (2013-14)

Month/Week/Date	Activity	Department
<b>In July 2013</b>	Admissions	Admission Committee
<b>In August</b>		
2nd Week	Paper Presentation	Business Administration
3rd Week	Paper Presentation	Commerce
	Orientation Programme	Economics
	Debate	Hindi
	Lecture on Legal Rights of Women	Legal Literacy Cell
	Paper Presentation	Computer Application
<b>In September</b>		
	Teachers Day Celebration	Computer Applications
2nd week	Debate, Essay writing Competition, Declamation contest	Legal Literacy Cell
2nd week	Workshop on Computer language	Computer Applications
3rd Week	Group Discussion	Business Administration
4th Week	Extension Lecture	Commerce
	Presentation	Economics
	Celebration of Hindi day	Hindi
	Lecture on consumer awareness	Legal Literacy Cell
	Quiz contest	Political Science
	Workshop on women rights	Women Cell
	Preparation of Zonal Youth Festival	
<b>In October</b>		
1st Week	Educational Tour	Business Administration
4th Week	Workshop on How to Write a Good Research Paper	Commerce & Business Administration
Last Week	Debate	Commerce
	Extension Lecture	Economics
	Participation in Zonal Youth Festival	
<b>In November</b>		
	Presentation	Economics
	Talent Hunt	Political Science
3rd / 4th Week	Weak Students classes	Business Administration

<b>In December</b>		
	Semester Examination	
<b>In January</b>		
4th Week	Music Workshop	Music
4th Week	Extension Lecture	Commerce
4th Week	Debate	Women Cell
Last Week	Debate	Computer Application
	Group Discussion	Economics
	Declamation & Essay writing competition	Legal Literacy Cell
<b>In February</b>		
2nd Week	Extension Lecture	Business Administration
3rd Week	Adventure Island Tour	Commerce
3rd Week	Quiz contest	History
4th Week	Class level singing presentation	Music
	Presentation	Economics
	Group Discussion	Hindi
<b>In March</b>		
3rd Week	Group Discussion	Commerce
Last Week	Feedback session	Commerce
Last Week	Feedback session	Business Administration
	Group Discussion	Computer Application
	Debate	Economics
	Feedback session	Economics
<b>In April</b>		
3rd Week	Workshop on computer networking	Computer Applications
Last Week	Weak students classes	Commerce
Last Week	Weak students classes	Business Administration
Last Week	Feedback Session	Political Science
	Weak students classes	Economics
	Feedback Session	Hindi
	Feedback Session	English
<b>In May-June</b>		
	Semester Examination and Summer Holidays	



**Annexure – IV**  
**Student Feedback Analysis**

<b>S.NO.</b>	<b>QUESTION</b>	<b>EXCELLENT</b>	<b>VERY GOOD</b>	<b>GOOD</b>	<b>AVERAGE</b>
1	How do you rate the admission process of the college?	16	13	1	0
2	How do you rate your class room teaching?	6	21	3	0
3	How do you rate the completion of the syllabus?	11	19	0	0
4	Are you satisfied with the examination and assessment?	4	24	2	0
5	How satisfactory are the library services of the college?	7	17	5	1
6	How do you rate the college infrastructure and its keep up?	7	14	9	0
7	How do you rate sports, cultural, and other literary and co-curricular activities which are organized in the college?	9	15	6	0
8	Are you satisfied with the college administration?	6	16	8	0
9	Whether teaching faculty gives you enough attention & time apart from the class room teaching ?	8	19	3	0
10	What do you think about the overall management of the college?	11	18	1	0
<b>Total</b>		<b>85</b>	<b>176</b>	<b>38</b>	<b>1</b>

### Parent Feedback Analysis

S.No.	Question	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	Do you think that teaching facilities are adequate in the college for your ward?	36	7	5	0
2	Do you feel that classes are held regularly and syllabus is completed as reported by your ward?	14	32	2	0
3	Do you find college atmosphere is supportive in overall development of your ward?	24	16	8	0
4	Do you find your interaction with faculty as meaningful?	15	30	3	0
5	Are you satisfied with the discipline in college?	20	18	10	0
6	Do you feel college is supportive to your ward in extra curricular activities?	18	19	10	1
7	Do you find that the fee structure of the college is reasonable?	24	17	7	0
8	Do you feel that your ward receive adequate library facilities?	10	23	15	0
9	Are you satisfied with the infrastructure and its maintenance in the college?	18	22	8	0
10	Rate the overall contribution of the college to the development of your ward?	22	22	4	0
<b>Total</b>		<b>201</b>	<b>206</b>	<b>72</b>	<b>1</b>

## Alumni Feedback Analysis

S.No.	Question	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	How do you rate the infrastructural changes in the college?	16	4	1	0
2	How do you rate the educational contribution of the college in sohna and its adjacent areas?	15	3	3	0
3	Whether your college education has contributed to your overall standing /social status in society?	13	7	1	0
4	How the college education has helped you economically/ professionally?	13	7	1	0
5	Would you like to enrol your ward or suggest your near & dear one to get education from this college?	14	5	2	0
6	How do you rate the progress of the college after your passing out from the college?	17	4	0	0
7	How do you rate the teacher-taught relationship in the college?	18	3	0	0
8	How do you rate the co-curricular activities and sports facilities of the college?	9	9	2	1
9	How do you rate the overall reputation of the college?	16	4	1	0
<b>Total</b>		<b>131</b>	<b>46</b>	<b>11</b>	<b>1</b>

## Annexure – V

### Best Practice 1

#### 1. Title

Learning through feedback

#### 2. The context required for initiation of the practice

The system has been introduced by the college to enhance the overall development of the college by obtaining feedback from students, parents and alumni.

#### 3. Objectives

This will help the college

- To formulate better decisions
- To improve and increase performance.

#### 4. The Practice

The feedback of the students/parent/alumni is collected manually at the end of the academic session or as and when necessary.

#### 5. Obstacles faced if any and strategies adopted to overcome them

Effective feedback of all the students is difficult to obtain as they are casual in approach while addressing the questions.

#### 6. Impact of the Practice

A mixed feedback was obtained and sufficient information was gathered which can be used to adjust and improve current and future actions and behaviors. The students felt accountable towards improving the facilities in the college and were happy to give their feedbacks.

#### 7. Resources Required

This practice doesn't require much resource; the print cost of the feedback forms was borne by the college.

## Annexure - VI

### Best Practice 2

#### 1. Title

Maintenance and development of college infrastructure.

#### 2. The context required for initiation of the practice

The college has decided to improve the infrastructure and facilities of the college to give an atmosphere amiable for the students and staff. This will further contribute in their academic performance as well as involvement in extracurricular activities. For the old campus, since the building of the old campus was deteriorating so the IQAC decided to reconstruct the college building.

#### 3. Objectives

The practice will provide a better learning environment, well equipped library and laboratories, effectively constructed classrooms, eco-friendly green campus.

#### 4. The Practice

For the maintenance of the new campus contractual term for Housekeeping staff is procured, CCTV Surveillance system is procured to increase the security system in the college. A Genset was procured to have an uninterrupted power supply.

#### 5. Obstacles faced if any and strategies adopted to overcome them

Since the income raised from the admission was less, raising the funds for the development and maintenance is challenging.

#### 6. Impact of the Practice

The procurement of Genset has improved the students' attendance in class. Since, housekeeping services was engaged, classrooms and labs were tidy, hence students are more willing to be present in class than spending time outside.

#### 7. Resources Required

The college management makes provision for the funds required towards maintenance and development of the college.