

# Annual Quality Assurance Report (AQAR) (Session 2014-15)

*(1 July 2014 to 30 June 2015)*

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

## Contents

	Page Nos.
<b>Part – A</b>	
1. Details of the Institution	..... 3
2. IQAC Composition and Activities	..... 6
<b>Part – B</b>	
3. Criterion – I: Curricular Aspects	..... 9
4. Criterion – II: Teaching, Learning and Evaluation	..... 10
5. Criterion – III: Research, Consultancy and Extension	..... 13
6. Criterion – IV: Infrastructure and Learning Resources	..... 17
7. Criterion – V: Student Support and Progression	..... 19
8. Criterion – VI: Governance, Leadership and Management	..... 22
9. Criterion – VII: Innovations and Best Practices	..... 26
10. Abbreviations (Annexure I)	..... 29
11. Academic Calendar (Annexure II)	..... 30
12. Calendar of Activities (Annexure III)	..... 31
13. Feedback Analysis (Annexure – IV)	..... 34
14. Best Practices (Annexure – V)	..... 37

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

## Part – A

AQAR for the year

2014-15

### 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. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

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)<sup>4</sup>  
 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	---		
University with Potential for Excellence	--	UGC-CPE	---
DST Star Scheme	--	UGC-CE	---
UGC-Special Assistance Programme	--	DST-FIST	---
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	---
UGC-COP Programmes	--		

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

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	--
2.4 No. of Management representatives	02
2.5 No. of Alumni	--
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	02
2.9 Total No. of members	12
2.10 No. of IQAC meetings held	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 Health and Communication for staff
2. Workshop on Moral Values, teachers and the teaching profession

2.14 Significant Activities and contributions made by IQAC

The IQAC has contributed:

1. In enhancing the ICT facilities of the college by making campus WI-FI.
2. In establishing a new canteen with modern amenities for the benefit of the students and staff.
3. In introducing skill development courses under computer literacy.
4. In introducing a Language Lab to improve the English and communication skills of the students.

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 college campus is made W-Fi.	As recommended by the IQAC, WI-Fi facility has been introduced in the campus.
To ensure that a canteen is built with better amenities for students.	As requested, a new canteen is constructed which is furnished with modern amenities.

To introduce skill development courses along with regular courses.	As recommended by the IQAC, a Nirankari Vocational Centre was opened in which basic computer courses was provided at nominal cost.
To ensure that a college Bus is procured for the girls students.	As requested by the IQAC, a college Bus is procured for the girls students.
To ensure that in extension of sports facility a Basketball court is built for the students.	A Basketball court was built in the college campus for the students.
To ensure that an English Language Lab is established for improving the English and communication skills of the students.	As recommended by the IQAC, an English Language Lab is established with up to date Software.
To ensure that a Convocation Function is organised for the students.	As requested, a Convocation Function is organised on 12 <sup>th</sup> March, 2015.

*\* 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 recommended 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.

1. 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.
2. 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
	10	03	07	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
		11								11

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	05	06	-
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

70 %
------

2.11 Course/Programme wise distribution of pass percentage:

**Examination: Dec. 2014**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I Sem	133	-	1.5	-	-	2
BA III Sem	124	-	5.64	15.32	12.9	34
BA V sem	109	-	0.91	31.19	9.17	41
B.Com I Sem	80	5	18.75	20		44
B.Com III Sem	77	14.28	29.87	33.76	2.59	81
B.Com V Sem	66	9.09	27.27	42.42	-	79
B.Com I Sem	80	-	5	20	-	25
B.Com III Sem	77	-	7.79	41.55	18.18	68
B.Com V Sem	71	-	2.81	22.53	5.63	31
BBA I Sem	38	-	23.68	2.63	-	26
BBA III Sem	28	-	21.42	3.57	-	25
BBA V Sem	18	-	44.44	50	-	94
BCA I Sem	30	3.33	6.66	6.66	-	17
BCA III SEM	30	-	13.33	50	-	63
BCA V Sem	24	-	29.16	0	-	29
M.Com I Sem	67	-	5.97	32.83	-	39
M.Com III Sem	64	-	37.5	43.75	3.12	84

**Examination: May. 2015**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA II Sem	-	-	-	-	-	-
BA IV Sem	112	3.36	12.2	19.04	-	35
BA VI sem	112	-	23.52	33.04	-	56
B.Com II Sem	71	2.84	13.49	4.26	21.13	41
B.Com IV Sem	77	6.16	21.56	15.4	41.2	84
B.Com VI Sem	66	-	14.52	13.2	61.6	89
B.Com II Sem	79	-	6.32	3.16	5.8	15
B.Com IV Sem	70	2	14	15.4	48.6	80
B.Com VI Sem	70	6.3	9.1	22.4	39.2	77
BBA II Sem	39	-	2.73	46.1	-	49
BBA IV Sem	28	2.56	10	4.4	51	68
BBA VI Sem	18	-	5.56	18	5.56	28
BCA II Sem	28	0.56	1.68	-	26.3	29
BCA IV SEM	30	-	6	17	-	23
BCA VI Sem	24	-	19.2	30.8	-	50
M.Com II Sem	67	6.7	20.1	7.37	28.5	63
M.Com IV Sem	64	-	16.64	14.74	43.75	75

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

The administration office formulates a summary of the result of each semester, faculty wise as well as subject wise which is then compared with the university results. The IQAC reviews the changes occurred in the results and make appropriate actions as and where necessary. The HODs/Senior faculty are asked to ensure that the teachers in their respective departments are imparting quality education to the students and the quality of questions given in assignments are interesting and develops creativity among students. In addition, continuous interaction with the students and getting regular feedback from all other stakeholders are also given due importance.

## 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	---
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	4	2	-	3
Technical Staff	13	1	-	8

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. It encourages the staff members to take part in various National and International Conferences / Seminars and present quality research papers therein.
2. It motivates the staff members to pursue UGC to undertake minor or major research projects.
3. It encourages the faculty to pursue doctoral work.
4. It encourages the faculty to publish research papers in quality journals.

#### 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	07	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 79

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 13

International level --

3.25 No. of Extension activities organized

University forum --

College forum --

NCC --

NSS 11

Any other --

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

- Awareness programme run by NSS unit in the month of August 2014.
- Beti Bachao, Beti Padhao Programme was organised in the month of September 2014.
- Sanitation Drive was conducted on the occasion of 2nd October 2014.
- Celebrated Rashtriya Ekta Divas on 31-10-2014.
- Awareness Programme was conducted for Women Education and Empowerment by NSS unit in the 1st week of November 2014.
- Voters Day was celebrated on 25-01-2015 by N.S.S. unit.
- Road Safety Awareness Programme was celebrated from 1-1-2015 to 7-1-2015.
- Chetna Rally was organised by NSS dated 29-1-2015 to spread awareness about obeying Traffic rules.
- The real realization of Indian culture and civilization through Educational Trip at Suraj Kund Mela on dated 8-1-2015.
- One-day camp was organised by NSS unit in 3rd week of February 2015.
- Founder's Day (Manav Ekta Divas) was celebrated on 23-04-2015.



## 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	19	--	College Management	19
Laboratories	03	01	--	04
Seminar Halls	01	--	--	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		54 Computer 2 LG LED Monitor - 22' 20 Split and Window AC 1 Tata Bus 2 Projectors 1 HP Server 8 N-Computing 4 LG LED Monitors	College Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		35,53,000		
Others (Office, Management Room, Staff Rooms, Departmental Rooms, Common Rooms, Library, etc.)	11	01	--	12

#### 4.2 Computerization of administration and library

The office has been equipped with all the IT tools required for effective dealing of the administrative matters. Computer facility has been made available for the students and staff in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10984	1898395	483	102785	11461	2000080
Reference Books	200	44620	25	14243	225	58863
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	54	01	--	--	--	--	--	--
Total	91	04	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. College campus has been made WIFI.
2. Introduction of skill development courses in basic computer knowledge for students.
3. Setup of English Language Lab for students to update their English and communication skills.

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

i) ICT	3,60,911
ii) Campus Infrastructure and facilities	59,03,355
iii) Equipments	17,88,302
iv) Others	36,81,825
<b>Total :</b>	<b>1,17,34,39</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 their respective Subject teachers / Departmental Heads for any support they require.
- Girl students were encouraged to approach the Women’s Cell for any gender specific support, if they required.
- The other Support Departments working in the college along with NSS and NCC Units were urged by the IQAC to publicise their activities and involve the maximum number of participation from students.
- 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
1055	131	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

	No.	%
Men	769	64.84

	No.	%
Women	417	35.16

Last Year						This Year					
General	SC	ST	BC	Physically Challenged	Total	General	SC	ST	BC	Physically Challenged	Total
428	195	-	651	-	1274	378	183	-	625	-	1186

Demand ratio 

1 : 0.82
----------

 Dropout % 

UG – 31.15 % PG – 09.86 %
------------------------------

#### 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	01	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

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

- Counselling to students were provided at the time of admission.
- Students were guided with regard to preparation for various competitive examinations.
- External experts were invited to address students for 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
03	48	28	--

#### 5.8 Details of gender sensitization programmes

- An “Essay Writing Competition” was held on the Topic “Beti Bachao Beti Padhao”.
- Awareness Programme for Women Education and Empowerment by NSS unit.

## 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	351	25,05,810
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: NIL

## 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 take research and publish articles in quality research journals.
- In addition, the faculty is encouraged to attend National / International level, Seminars / Conferences / Symposia, etc. to enhance their knowledge.

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

- Quality reference books and journals are procured for the Library.
- Internet facility is available for the staff and students.
- College has made its campus WIFI.
- Setup language lab for the benefit of students.

### 6.3.6 Human Resource Management

- Workshops / Faculty development programs are organized for enhancing the skills of the faculty and staff.
- Special training programs are organized for the non-teaching staff to enhance their knowledge and usage of ICT tools.

### 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 of outgoing students.
- Knowledgeable industry experts are invited to the college to address students about the career opportunities in the corporate sector.

### 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

---

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 career counselling to students towards their academic and career growth.
- The college invites them to give their valuable suggestions and 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 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.
- Spiritual programmes were organized for their spiritual well-being and value inculcation.

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

- More trees were planted in the college campus to enhance the green area.
- Steps were taken for making the campus polythene free.

## 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.

- With the growing use of information and communication technology, it is required to make each and every corner of the campus with internet connectivity. Hence, the college campus has installed wireless routers and made the campus WIFI.
- A new canteen is constructed which is equipped with modern amenities to cater the needs of the students and staff and provide them with hygiene and quality foods.
- To enhance the IT skills of our students, the college opened a Nirankari Vocational Centre and introduces short term vocational courses.
- Free transport facility for girls' students who comes from Sohna.
- An English Language Lab is established to improve the English and Communication Skills of students.

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

- As per the Plan of action of the IQAC, the internet facility is extended by way of making the college campus WIFI.
- As suggested, a new canteen is built along with modern amenities.
- Setting up of a Skill Development Courses through Nirankari Vocational Centre.
- A college bus is procured for the girl students.
- Establishment of an English Language Lab with up to date software and facilities.

7.3 Give two Best Practices of the institution

The two best practices are:

1. Class tests and assignments
2. Extra-curricular Activities

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

7.4 Contribution to environmental awareness / protection

- Installation of N-Computing to reduce e-waste
- Students were aware about the reduce / reuse plastic materials to save environment.

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 highly skilled staff</li><li>• Optimum utilization of college infrastructure</li><li>• Work oriented administrative and support staff</li><li>• Proactive IQAC</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 inadequate learning skills, spoken English and communication skills.</li><li>• Curriculum too stretched for additional activity</li><li>• Lack of adequate playgrounds</li></ul>
III.	<b>Opportunities</b> <ul style="list-style-type: none"><li>• Playground can be developed with a running track</li><li>• Growing number of youth seeking higher education</li><li>• Opportunities to introduce newer courses</li><li>• Skill development courses can be introduced</li></ul>
IV.	<b>Threats</b> <ul style="list-style-type: none"><li>• Ever declining standards of students coming from govt. schools</li><li>• Intensifying competition</li></ul>

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

- Approach M.D. University to get sanctioned a new course in the area of Science.
- Introduce new courses under Nirankari Vocational Centre.
- Develop a playground including a running track.
- Enhance the green area inside the campus.



*Dr. Rita Ahuja*

*Signature of the Coordinator, IQAC*



*Dr. M. S. Khatri*

*Signature of the Chairperson, IQAC*

\*\*\*

## **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

\*\*\*\*\*

## Annexure - II



### MAHARSHI DAYANAND UNIVERSITY ROHTAK

(Established under Haryana Act No. XXV of 1975)  
'A' Grade University accredited by NAAC

Dy. VC - UKC / 720  
9.5.14

#### NOTIFICATION

It is notified for information of all concerned that the Vice-Chancellor has been pleased to approve the Schedule of Terms and Vacations to be observed by the University Teaching Departments, 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.Ed, M.Ed., B.Tech and M.Tech Courses) during the session 2014-15 as under:-

#### **FOR UNDER -GRADUATE COURSES (ODD SEMESTER)**

Admissions	01.07.2014 to 15.07.2014
Teaching	16.07.2014 to 18.10.2014
Vacation-I	20.10.2014 to 26.10.2014
Teaching	27.10.2014 to 18.11.2014
Examinations	19.11.2014 to 17.12.2014
Winter Vacation	18.12.2014 to 31.12.2014

#### **EVEN SEMESTER**

Teaching	01.01.2015 to 03.03.2015
Vacation-II	04.03.2015 to 08.03.2015
Teaching	09.03.2015 to 29.04.2015
Examinations	30.04.2015 to 29.05.2015
Practical Examinations	After Theory Examinations
Summer Vacation (2014-15)	18.05.2015 to 30.06.2015

The Academic Session 2015-16 will start from 01-07-2015

#### **FOR POST-GRADUATE COURSES (ODD SEMESTER)**

Admissions	07.07.2014 to 21.07.2014
Teaching	22.07.2014 to 18.10.2014
Vacation-I	20.10.2014 to 26.10.2014
Teaching	27.10.2014 to 29.11.2014
Examinations	01.12.2014 to 17.12.2014
Winter Vacation	18.12.2014 to 31.12.2014

#### **EVEN SEMESTER**

Teaching	01.01.2015 to 03.03.2015
Vacation-II	04.03.2015 to 08.03.2015
Teaching	09.03.2015 to 29.04.2015
Examinations	30.04.2015 to 17.05.2015
Practical Examinations	After Theory Examinations
Summer Vacation (2014-15)	18.05.2015 to 30.06.2015

The Academic Session 2015-16 will start from 07.07.2015

Contd.....

### Annexure III

<b>Calendar of Activities (2014-15)</b>		
<b>Month/Week/Date</b>	<b>Activity</b>	<b>Department</b>
<b>In July 2014</b>		
	Admissions	Admission Committees
3rd Week	Orientation of Music	Music
	Orientation Programme	Economics
<b>In August</b>		
1st Week	Music Talent Hunt	Music
14-Aug	Independence day celebration	Music
2nd week	Debate competition	Business Administration
3rd Week	Declamation	Commerce
3rd Week	Workshop on faculty development programme	Commerce & Business Administration
Last Week	Essay writing competition	Women Cell
	Paper Presentation	Computer Applications
	Debate	Economics
	Essay writing competition	Hindi
<b>In September</b>		
	Teachers Day Celebration	Computer Applications
2nd week	Music quiz competition	Music
4th Week	Quiz contest	Commerce
	Preparation of Zonal youth Festival	
	Quiz competition	Economics
	Rangoli & Cartooning competition	Women Cell
<b>In October</b>		
2nd Week	College Tour	Business Administration
	Paper Presentation	Economics
	Poetic Recitation, debate & essay writing competition	Legal Literacy Cell
	Participation in Zonal Youth Festival	
<b>In November</b>		
Middle	Weak Students classes	Commerce

Last Week	Weak Students classes	Business Administration
	One day trip to International Trade Fair	Computer Application
	Weak Students classes	Economics
	Weak Students classes	Hindi
	Declamation programme on Moral Education	Political Science
	Talent Hunt	Political Science
<b>In December</b>		
	Semester Examination	
<b>In January</b>		
2nd Week	Workshop on Moral values and Teachers & the Teaching profession	Commerce & Business Administration
3rd Week	Extension Lecture	Commerce
3rd / 4th Week	Music Workshop	Music
	Powerpoint presentation	Computer Application
<b>In February</b>		
2nd Week	Trip to Suraj Kund Mela	Women Cell
3rd Week	Extension Lecture	Business administration
4th Week	Powerpoint presentation	Commerce
	Group Discussion	Economics
	Essay writing competition	Computer Application
	Lecture on Legal awareness	Legal Literacy Cell
<b>In March</b>		
2nd Week	Women day Celebration	Women Cell
3rd Week	Feedback session	Business Administration
3rd Week	College Trip	Commerce
Last Week	Feedback session	Commerce
	Presentation and weak students classes	Economics
	Group Discussion	Computer Applications
	Guidance lecture in Sanskrit	Sanskrit
	Sanskrit quiz contest	Sanskrit
	Week students classes	Political Science
<b>In April</b>		
3rd / 4th Week	Weak students classes	Commerce
Last Week	Weak students classes	Business Administration
Last Week	Feedback Session	Political Science
	Feedback Session	Economics



	Feedback Session	Hindi
	Prize Distribution Function	Computer Applications
	Feedback Session	English
<b>In May-June</b>		
	Semester Examination and Summer Holidays	

**Annexure – IV**  
**Student Feedback Analysis 2014-15**

<b>S.No.</b>	<b>QUESTIONS</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?	13	11	2	0
2	How do you rate your class room teaching?	11	14	1	0
3	How do you rate the completion of the syllabus?	4	22	0	0
4	Are you satisfied with the examination and assessment?	8	15	3	0
5	How satisfactory are the library services of the college?	6	11	9	0
6	How do you rate the college infrastructure and its keep up?	5	7	14	0
7	How do you rate sports, cultural, and other literary and co-curricular activities which are organized in the college?	6	12	7	1
8	Are you satisfied with the college administration?	6	11	9	0
9	Whether teaching faculty gives you enough attention & time apart from the class room teaching ?	7	19	0	0
10	What do you think about the overall management of the college?	8	16	2	0
<b>Total</b>		<b>74</b>	<b>138</b>	<b>47</b>	<b>1</b>

### Parent Feedback Analysis 2014-15

S.No.	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	Do you think that teaching facilities are adequate in the college for your ward?	40	8	1	0
2	Do you feel that classes are held regularly and syllabus is completed as reported by your ward?	26	21	2	0
3	Do you find college atmosphere is supportive in overall development of your ward?	23	20	6	0
4	Do you find your interaction with faculty as meaningful?	22	23	4	0
5	Are you satisfied with the discipline in college?	15	26	8	0
6	Do you feel college is supportive to your ward in extracurricular activities?	21	22	6	0
7	Do you find that the fee structure of the college is reasonable?	23	23	3	0
8	Do you feel that your ward receive adequate library facilities?	23	22	3	1
9	Are you satisfied with the infrastructure and its maintenance in the college?	14	24	10	1
10	Rate the overall contribution of the college to the development of your ward?	22	17	10	0
<b>Total</b>		<b>229</b>	<b>206</b>	<b>53</b>	<b>2</b>

### Alumni Feedback Analysis 2014-15

S.No.	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	How do you rate the infrastructural changes in the college?	19	11	1	0
2	How do you rate the educational contribution of the college in sohna and its adjacent areas?	19	8	4	0
3	Whether your college education has contributed to your overall standing /social status in society?	16	13	2	0
4	How the college education has helped you economically/ professionally?	14	12	5	0
5	Would you like to enroll your ward or suggest your near & dear one to get education from this college?	19	9	1	2
6	How do you rate the progress of the college after your passing out from the college?	19	10	1	1
7	How do you rate the teacher-taught relationship in the college?	23	6	1	1
8	How do you rate the co-curricular activities and sports facilities of the college?	16	8	5	2
9	How do you rate the overall reputation of the college?	17	11	2	1
<b>Total</b>		<b>162</b>	<b>88</b>	<b>22</b>	<b>7</b>

## Annexure – V

### Best Practice 1

#### 1. Title

Class tests and assignments

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

In order to improve the performance of the students, it is necessary that students are evaluated on a regular basis. The college has therefore decided to organize class tests and assignments according to exam pattern so that students are made familiar to skills to write the examination effectively.

#### 3. Objectives

- To improve academic performance of the students
- To evaluate the student's knowledge and aptitude
- To provide the students an opportunity for effective presentation in examination.

#### 4. The Practice

Regular class tests are organized for the students of all the courses. Assignments are also prepared for the students. The answer sheets are returned and the questions of the test are discussed in the class.

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

No such obstacles were faced in conducting class tests.

#### 6. Impact of the Practice

The students give a serious response for the tests and shown keen interest. This also helped in effective preparation for the exams well in time.

#### 7. Resources Required

The college provides the funds to print examination answer sheets for smooth conduct of the examinations.

## Annexure – VI

### Best Practice 2

#### 1. Title

Extra-curricular Activities

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

The college has decided to increase extracurricular activities for the students for their all-round development.

#### 3. Objectives

The practice will help in the intellectual, physical, creative, interpersonal and social skills i.e. all round development of the students.

#### 4. The Practice

Various extracurricular activities such as debate, declamation, essay writing, etc. were organised at institutional level to inculcate the life skills in students.

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

Low participation of the students. The activities so organised was widely circulated through notice boards and personal guidance by their faculties. They were motivated to participate in extracurricular activities through classroom discussions.

#### 6. Impact of the Practice

Increased interest and active participation of the students in such activities has helped them in their overall development. Students who have been participating in these activities are more confident and open to classroom discussions on academic as well as other relevant issues.

#### 7. Resources Required

The college makes provision to have funds for organizing various extracurricular activities. Financial support in procuring prizes, certificates, refreshment, etc. in such type of events are born by the college.