

Annual Quality Assurance Report (AQAR) (Session 2015-16)

(1 July 2015 to 30 June 2016)

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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Part – A

AQAR for the year

2015-16

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 st Cycle	B+	75.25	2003	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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)4

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	<input type="text"/>	UGC-CPE	<input type="text" value="---"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text"/>		

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="02"/>
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="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="11"/>
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 Self Development
2. Workshop on Consumer Protection

2.14 Significant Activities and contributions made by IQAC

The IQAC has contributed:

1. In introducing a new courses viz. B.Sc. (Non-Medical) in the college.
2. In the establishment of two science labs viz. Chemistry and Physics Labs.
3. In introducing a new course under NVC viz. “Web Designing”.
4. In the development of a Playing Ground with a running track of 200 m.
5. In the enhancement of green area inside the 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 college gets the sanction for a new course viz. B.Sc. (Non-Medical).	As recommended by the IQAC, the college get the required sanction from the university and introduces B.Sc. (Non-Medical) in the college.
To ensure that two science labs viz. Chemistry and Physics Lab is	As recommended by the IQAC, a Chemistry and a Physics Lab is established with all the necessary

established.	instruments and chemicals required for its operation.
To ensure that every effort is made for introducing more skill development courses under NVC.	As recommended by the IQAC, a new course viz. “Web Designing” was introduced under NVC.
To ensure that a Playing Ground is developed for the students.	As a result of the efforts made by the IQAC, a Playing Ground with a Running Track of 200 m is developed for the students.
To ensure that every effort is made in enhancing the green area of the college.	As recommended by the IQAC, the green area inside the college campus is enhanced.

* *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	01	04	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	05	01	05	--
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	06
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 in 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.

Yes, a new Department of Science has been opened and a course of B.Sc. (Non-medical) has been introduced in the session 2015-16.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	03	06	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

05

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
	08								08

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	26
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	1	7	-
Resource Persons	-	-	-

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

- To encourage the use of ICT in teaching and learning, PowerPoint presentations was incorporated by both the teachers and students.
- The department head / senior faculty identifies the weak students through class tests and assignments and conducts Remedial Classes by the faculty concerned in the subject.
- The questions which had come in the previous year's examinations were analyzed and discussed in classrooms.

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

182

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

Classroom discussion of Previous years' Question series.
--

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

75 %

2.11 Course/Programme wise distribution of pass percentage:

Examination: Dec. 2015

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I Sem	103	-	3.88	6.8	1.94	12.62
BA III Sem	70	-	8.57	11.43	1.43	21.42
BA V sem	101	-	5.94	8.94	8.94	24.75
B.Com I Sem	76	9.21	17.11	5.26	-	31.58
B.Com III Sem	65	3.08	30.77	9.23	-	43.08
B.Com V Sem	73	10.96	28.77	19.18	2.74	61.65
B.Com I Sem	64	-	14.06	1.56	-	15.62
B.Com III Sem	69	-	4.35	11.59	-	15.94
B.Com V Sem	71	1.41	18.31	19.72	-	39.43
BBA I Sem	16	0	25	12.5	-	37.5
BBA III Sem	30	3.33	40	20	-	63.33
BBA V Sem	23	13.4	47.83	8.69	-	69.56
BCA I Sem	15	-	-	-	-	-
BCA III SEM	24	-	29.16	-	-	29.16
BCA V Sem	25	-	1.75	1.25	-	3
M.Com I Sem	59	-	25.42	20.34	-	45.76
M.Com III Sem	61	-	40.98	34.43	-	75.41

Examination: May. 2016

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA II Sem	103	-	3.88	3.88	-	7.76
BA IV Sem	81	-	3.7	6.17	1.23	11.11
BA VI sem	106	-	21.7	7.55	-	29.24
B.Com II Sem	76	11.84	22.37	2.63	-	36.84
B.Com IV Sem	65	15.38	32.31	6.15	-	53.84
B.Com VI Sem	65	4.62	29.23	7.69	1.54	43.08
B.Com II Sem	64	-	10.94	1.56	0	12.5
B.Com IV Sem	69	-	17.39	11.59	0	28.98
B.Com VI Sem	71	-	12.67	7.04	0	19.71
BBA II Sem	15	-	-	-	-	-
BBA IV Sem	30	10	43.33	20	0	73.33
BBA VI Sem	23	8.69	39.13	26.09	4.34	78.26

BCA II Sem	12	0	0	0	0	0
BCA IV Sem	24	-	-	-	-	-
BCA VI Sem	25	0.25	3	0.5	0	3.75
M.Com II Sem	59	-	64.41	16.95	-	81.36
M.Com IV Sem	61	1.64	63.93	8.20	-	73.77

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	01
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	4	2	-	3
Technical Staff	10	4	0	9

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.
4. Encouraging the faculty to publish 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	06	04	-
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 35

National level 02

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 23

International level --

3.25 No. of Extension activities organized

University forum --

College forum --

NCC --

NSS 06

Any other 02

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

- Active Participation in Mega Tree Plantation by Times of India in New Delhi on 30-8-2015.
- “Beti Bachao, Beti Padhao” Programme was done on dated 01-09-2015.
- One-day camp organised on the awareness of Educating Female Child on 2-09-2015.
- A conference organised with the collaboration of Nehru Yuva Kendra, Gurgaon and NSS on Health Awareness Programme on 11-09-2015.
- Celebration of International Youth Day on dated 16-09-2015.
- National Voters Day celebrated on 25-01-2016 by N.S.S. unit.
- Celebration of World Health Day on dated 07-04-2016.
- A Blood Donation Camp was organised by NSS unit on dated 23-04-2016.

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	09	College Management	28
Laboratories	04	03	College Management	07
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		1 Sound System 1 Projector 30 UPS 725 VA	College Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		1,16,428		
Others (Office, Management Room, Staff Rooms, Departmental Rooms, Common Rooms, Library, etc.)	12	15	College Management	27

4.2 Computerization of administration and library

Administration is partially computerized however we are planning to digitize our fee payment facility. 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	11461	2000080	402	95081	11856	2094696
Reference Books	225	58863	13	7808	238	66671
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	E-content by Consortium for Educational Communication	--	--	E-content by Consortium for Educational Communication
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	91	04	1 MBPS	--	--	04	04	--
Added	--	--	--	--	--	--	--	--
Total	89	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. Introduction of a new course viz. "Web Designing" under Nirankari Vocational Centre.
2. As per the need of the time, workshop has been organised to create awareness among staff and students about the ICT communication methods and techniques.

4.6 Amount spent on maintenance in lakhs :

i) ICT	90,925
ii) Campus Infrastructure and facilities	17,47,275
iii) Equipments	15,50,614
iv) Others	26,07,078
Total :	59,95,892

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC resolved that Orientation program should be conducted for the first year students.
- 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 assistance.

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
867	120	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men	No	%
	606	61.40

Women	No	%
	381	38.6

Last Year						This Year					
General	SC	ST	BC	Physically Challenged	Total	General	SC	ST	BC	Physically Challenged	Total
378	183	-	625	-	1186	352	158	-	475	2	987

Demand ratio Dropout %

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

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

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 and books were made available in the library.
- External experts were invited to address students for career counselling.

No. of students benefitted

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	38	20	--

5.8 Details of gender sensitization programmes

- A lecture on Anti-Female Foeticide was given by the faculty for students.
- An awareness program on AIDS and TB was conducted by Nehru Yuva Kendre
- A Seminar was organised on “Women Health”.

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	63	6,32,475
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 multiple choice questions, short answer type questions, debates, group discussions along with class room assessment.
- Students are further 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.
- They are further encouraged to undertake Minor and Major Research Projects funded by the UGC and other agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Quality reference books and journals are procured for the Library.
- E-content is available to access in library by Consortium for Educational Communication.
- Internet facility is available for the staff and students.
- College has internet reach everywhere through WIFI facility.
- Language lab is present for the benefit of students.

6.3.6 Human Resource Management

- Workshops / Faculty development programs are organized to acquaint the faculty with new pedagogical skills.
- Faculty were given freedom to choose their interest in various extracurricular activities in the college.

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"> • Provision of Sabbaticals for doctoral work and 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.
Non-teaching	<ul style="list-style-type: none"> • Free uniforms to the class IV employees twice a year. • Provision of loan against PF as per Haryana Govt. norms.
Students	<ul style="list-style-type: none"> • Fee concession to needy and meritorious students • Prizes for outstanding achievements in academics and other literary activities.

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.
- Workshops were organized for them for improving their written as well as oral communication skills.

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

- Installation of Energy efficient products.
- Awareness programmes on “Environment Protection”

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.

- Introduction of science stream in college has created a positive impact on the aptitude of students as the interaction of students among different departments often leads to inter-class competition in academics.
- Development of a new chemistry and physics lab with all the necessary instruments and chemicals has made students interested in attending practicals' and grasp the subject with practical understanding.
- A new vocational course viz. “Web Designing” was introduced under Nirankari Vocational Centre.
- Playing ground with a running track of 200 meters was developed so that more number of potential students who are interested in sports can have the opportunity to practice and compete in Institutional/National level competitions.
- To create a positive ambience the green area inside the college campus was enhanced.

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

- As a result of the efforts made by the IQAC, a new course viz. B.Sc. (Non-medical) was introduced.
- In addition, a new chemistry and physics lab is established with all the essential instruments and items.
- As per the Plan of action of the IQAC to introduce more vocational courses, “Web Designing” was introduced for the students of B.Sc.
- As per the request made by the IQAC, Playing Ground was developed along with a running track of 200 m.
- To beautify the campus, the green area inside the campus is increased.

7.3 Give two Best Practices of the institution

The two best practices are:

1. Usage of ICT in Teaching-Learning
2. Personality Development classes

*** 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.
- Green area was enhanced in the college campus and more number of saplings were planted.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis

I. Strengths

- Committed and highly skilled staff
- Work oriented administrative and support staff
- Optimum utilization of college infrastructure
- Sound financial support from the Management
- Proactive IQAC

II. Weakness

- Government sanctioned teaching and non-teaching posts lying vacant.
- Intake of students with inadequate learning skills, spoken English and communication skills.
- Students' attendance in classes is low

III. Opportunities

- Growing number of youth seeking higher education
- Opportunities to introduce newer courses in commerce as its demand is high
- ICT can be used for communication to parents and students through SMS

IV. Threats

- Students coming from govt. schools has poor academic standards
- Intensifying competition

8. Plans of institution for next year

1. Extension of green area in the newly developed campus.
2. Orientation program for fresher.
3. Organization of Alumni meet.
4. Re-accreditation from NAAC



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

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 Institute of Engineering and Technology and Engineering Colleges affiliated to M.D. University, Rohtak during the session 2015-16 as under:-

Admissions	01.07.2015 to 13.07.2015
Teaching (Odd Semester)	14.07.2015 to 17.10.2015
Vacations-I	19.10.2015 to 25.10.2015
Teaching	26.10.2015 to 09.12.2015
Examination (Odd Semester)	10.12.2015 to 09.01.2016
Winter Vacations	28.12.2015 to 10.01.2016
Teaching (Even Semester)	11.01.2016 to 19.03.2016
Vacations-II	21.03.2016 to 26.03.2016
Teaching	28.03.2016 to 15.05.2016
Examinations (Even Semester)	16.05.2016 to 10.06.2016
Summer Vacations	01.06.2016 to 12.07.2016
Start of next session (2016-17)	13.07.2016

Note-1 : Practical Examinations will be conducted in the last week of the respective semester.

Note-2: If the no. of teaching days falls less than 180 days (90 days in each semester) in the Academic Session 2015-16 due to some unforeseen reasons, it should be the responsibility of each teacher to make good the loss by taking extra classes.

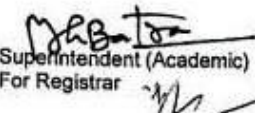
REGISTRAR

Endst. No.ACS-III/F-84/2015/ 10245-344

Dated 8-7-15

Copy of the above is forwarded to the following for information and necessary action:-

1. The Secretary to Governor, Haryana, Raj Bhawan, Chandigarh (for kind information of Hon'ble Chancellor).
2. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
3. The Secretary, Association of Indian University, 16 Kotla Marg, New Delhi.
4. The Financial Commissioner and Secretary, Technical Education Dept. Haryana, Chandigarh.
5. The Director, Technical Education Dept. Haryana, Chandigarh.
6. The Higher Education Commissioner, Haryana, Shiksha Sadan, Sector-5, Panchkula.
7. The Dean, Academic Affairs, M.D. University, Rohtak.
8. The Registrar, KUK, G.J.U. Hisar, CDLU, Sirsa, YMCA, Faridabad and D.B.C.R. University of Science & Technology, Murthal (Sonapat).
9. The Director, UIET, M.D. University, Rohtak.
10. The Controller of Examinations, M.D. University, Rohtak.
11. All the Principals/Directors of Engg. Colleges/Institutes affiliated to M.D. University, Rohtak.
12. The Asstt.Registrar/Deputy Registrar (Secrecy), (Conduct), (R-III), (Colleges), (R& S) and (Estt.-T), M.D. University, Rohtak.7
13. Director, Public Relations, M.D. University, Rohtak. (for giving news item),
14. Director, University Computer Centre M.D. University, Rohtak with the request to arrange to upload this notification on the University Website for information of all concerned.
15. P.A. to Vice-Chancellor/Registrar, M.D. University, Rohtak.
16. The Superintendent (Academic-I), M.D. University, Rohtak.


Superintendent (Academic)
For Registrar

Annexure-III

Calendar of Activities (2015-16)		
Month/Week/Date	Activity	Department
In July 2015		
	Admissions	Admission Committees
	Orientation Programme	Economics
In August		
2nd Week	Essay writing competition	Business Administration
2nd Week	Mehandi and Rangoli competition	Women Cell
3rd Week	Workshop on self development	
3rd Week	Music Workshop	Music
4th Week	Celebration of Sanskrit Day	Sanskrit
Last Week	Quiz contest	Commerce
	Workshop on personal grooming	Hindi
	Essay writing, Quiz	Hindi
	Talent search programme	Sanskrit
In September		
	Teachers Day Celebrations	Computer Applications
1st Week	Participate in Science Faculty Inauguration	Music
2nd Week	Programme on Health awareness	Women Cell
In Middle	Declamation	Commerce
3rd Week	Singing Talent Hunt	Music
4th Week	Music quiz competition	Music
4th Week	Shloka Recitation competition	Sanskrit

	Group Discussion session	Economics
	Lecture on Health and Hygiene	Hindi
	Educational Historical Trip	Hindi
In October		
In Middle	Essay writing competition	Commerce
	Paper presentation	Economics
	Paper presentation	Science
	Talent Hunt programme for a week	Hindi
	One day trip to Akshardham Temple	Computer Applications
In November		
4th Week	College Tour	Commerce
Last Week	College Tour	Business Administration
Last Week	Weak students classes	Business Administration
Last Week	Weak students classes	Commerce
	Debate	Economics
	Weak students classes	Economics
	Talent Hunt	Political Science
	Declamation Progrmmae on Moral Education	Political Science
In December		
	Semester Examination	
In January		

	Declamation, Quiz contest	Economics
	Extnsion lecture on legal awareness	Hindi
	Paper presentation	Computer Applications
In February		
1st Week	College Trip	Commerce
2nd Week	Powerpoint Presentation	Business Administration
2nd Week	Awareness Programme	Commerce
3rd / 4th Week	Preparation of Music activity for athletics meet	Music
3rd Week	Medha Utsav	
4th Week	Map filing comcompetition	History
4th Week	Extension Lecture	Commerce
	Trip to Surajkund Craft mela	Hindi
	Essay writing competition	Computer Applications
In March		
2nd Week	Extension Lecture	Business Administration
3rd Week	Extension Lecture	Commerce
Last Week	Feedback Session	Business Administration
Last Week	Feedback Session	Commerce
	Project presentation	Computer Applications
	Weak students classes	Political Science
In April		

3rd Week	Career Counselling	Business Administration
4th Week	Weak students classes	Commerce
Last Week	Farewell party and weak students classes	Business Administration
Last Week	Farewell party	Commerce
	Weak students classes	Economics
	Prize Distribution function	Computer Applications
	Feedback Session	English
	Feedback Session	Political Science
In May-June	Semester Examination and Summer Holidays	

Annexure-IV

Student Feedback Analysis (2015-16)

S.No	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	How do you rate the admission process of the college?	41	9	2	0
2	How do you rate your class room teaching?	36	15	1	0
3	How do you rate the completion of the syllabus?	6	44	2	0
4	Are you satisfied with the examination and assessment?	6	42	4	0
5	How satisfactory are the library services of the college?	5	30	17	0
6	How do you rate the college infrastructure and its keep up?	6	37	9	0
7	How do you rate sports, cultural, and other literary and co-curricular activities which are organized in the college?	1	23	28	0
8	Are you satisfied with the college administration?	9	39	4	0
9	Whether teaching faculty gives you enough attention & time apart from the class room teaching?	21	29	2	0
10	What do you think about the overall management of the college?	23	29	0	0
Total		154	297	69	0

Parent Feedback Analysis (2015-16)

S.No.	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	Do you think that teaching facilities are adequate in the college for your ward?	62	9	0	0
2	Do you feel that classes are held regularly and syllabus is completed as reported by your ward?	33	37	1	0
3	Do you find college atmosphere is supportive in overall development of your ward?	35	35	1	0
4	Do you find your interaction with faculty as meaningful?	29	38	4	0
5	Are you satisfied with the discipline in college?	42	25	4	0
6	Do you feel college is supportive to your ward in extracurricular activities?	39	28	3	1
7	Do you find that the fee structure of the college is reasonable?	30	34	7	0
8	Do you feel that your ward receive adequate library facilities?	29	35	6	1
9	Are you satisfied with the infrastructure and its maintenance in the college?	35	33	2	1
10	Rate the overall contribution of the college to the development of your ward?	52	17	2	0
Total		386	291	30	3

Alumni Feedback Analysis (2015-16)

S.No.	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	How do you rate the infrastructural changes in the college?	20	11	3	1
2	How do you rate the educational contribution of the college in sohna and its adjacent areas?	12	20	2	1
3	Whether your college education has contributed to your overall standing /social status in society?	17	12	6	0
4	How the college education has helped you economically/ professionally?	13	11	11	0
5	Would you like to enroll your ward or suggest your near & dear one to get education from this college?	12	16	6	1
6	How do you rate the progress of the college after your passing out from the college?	18	11	5	1
7	How do you rate the teacher-taught relationship in the college?	21	11	3	0
8	How do you rate the co-curricular activities and sports facilities of the college?	13	14	6	2
9	How do you rate the overall reputation of the college?	18	13	4	0
Total		144	119	46	6

Annexure-V

Best Practice 1

1. Title

Usage of ICT in Teaching-Learning

2. The context required for initiation of the practice

The IQAC motivated the faculties to develop the interest of the students using powerpoint presentations and content should be made interactive so that a student can understand well through audio/visual methods.

3. Objectives

This practice will make the process of learning more effective. The communication can be more consistent and a great range of target audience can be covered.

4. The Practice

Projector was installed in the class of B.Sc. (Non-medical) as well department of computer science take their practicals using audio/visual methods in their respective labs. Faculty from other departments have been encouraged to use the facility and take the assistance computer science faculty for the effective preparation of presentations.

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

Not all the faculty members are acquainted with IT skills for effective powerpoint presentations hence they are reluctant to use projectors to conduct their classes. Moreover, the students lack sufficient IT skills and hence they are unable to gather information through internet and other e-resources.

6. Impact of the Practice

The students have shown a keen interest towards this practice. They are now able to prepare PowerPoint presentations with the guidance from their respective faculties. It has enhanced the concept based learning among the students.

7. Resources Required

Sufficient IT facilities for use by faculty and students are to be provided.

Annexure-VI

Best Practice 2

1. Title

Personality Development classes

2. The context required for initiation of the practice

The college has introduced personality development classes for the final year students of all the courses to imbibe appropriate guidance in order to shape their overall personality.

3. Objectives

The practice will help:

- to improve the communication as well as interpersonal skills of the students
- to grow in personal as well as professional spheres
- to identify which are their strong areas that need extra refinement and weaknesses that are needed to be resolved

4. The Practice

A faculty for the personality development department has been recruited who conducts 1-2 classes per week per course for the final year students. Various activities related to same are also organized.

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

Some of the students are shy and are reluctant to attend these classes. Many of the students lack the basic usage of English written as well as oral skills.

6. Impact of the Practice

The introduction of this practice has led to development of a positive attitude among the students. They have become more confident and their communication skills has been found enhanced.

7. Resources Required

The college makes provision in the budget for organizing various extracurricular activities required for the overall development of the students.