Annual Quality Assurance Report (AQAR)
(Session 2016-17)

(1 July 2016 to 30 June 2017)

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

Part – A

AQAR for the year

2016-17

1. 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	1st Cycle	B+	75.25	2003	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted 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   UGC-CPE   ---

DST Star Scheme		UGC-CE	---
UGC-Special Assistance Programme		DST-FIST	---
UGC-Innovative PG programmes		Any other (*Specify*)	---
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers	07
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	14
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders: No. [02]   Faculty [02]

Non-Teaching Staff [02]   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. [03]   International [ ]   National [01]   State [ ]   Institution Level [02]

(ii) Themes

1. Workshop on Digitization
2. Motivation-cum-Goal Setting Seminar
3. National Level Seminar on "Concept of Nation-State & Problem of National Integration"

2.14 Significant Activities and contributions made by IQAC

The IQAC has contributed:
1. In setting up framework for new courses viz. B.Com. (H), M.A. (Geography), M.A. (Economics) and an additional section for M.Com. The case for approval was sent to MDU Rohtak and DGHE, Panchkula for NOC.
2. In motivating the faculty to organize a National level Seminar.
3. In organizing an "Alumni Meet' for students' reunion.
4. In introduction of General Knowledge and Awareness session on weekly basis for student's welfare.
5. In the development of a new Table Tennis Room for students active in sports.
6. In the installation of two new Sanitary Napkin Disposal / Dispenser Machines in both the college campuses.
7. In extending the Bus Facility to Huda City Centre Metro Station (Gurugram).
8. In enhancing the green area inside the city 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 new courses in UG and PG.	As recommended by the IQAC, the college got the NOC from MDU Rohtak and DGHE Panchkula for the courses B.Com. (H), M.A. (Geography), M.A. (Economics) and an additional section for M.Com.
To ensure that a National Seminar is organized in college for enhancing the research aptitude of the faculty and students.	As advised by the IQAC, a National Seminar was conducted in the college premises on the topic "Concept of Nation-State & Problem of National Integration" by the department of political science.
To ensure that an Alumni Meet is organized in the college campus.	As recommended by the IQAC, college successfully organized an Alumni Meet on 07th April 2017.
To ensure that General Awareness Session is carried out for students, specifically for those who are weak in general knowledge and current affairs.	As suggested by the IQAC, General Knowledge and Awareness session has been organized on weekly basis for increasing the student's aptitude.
To ensure that a new conference room is developed in the City Campus with audio / visual facility.	As recommended by the IQAC, a new conference room is developed in the City Campus having audio / visual facilities.
To ensure that the Bus Facility is extended to Huda City Centre Metro Station.	As suggested by the IQAC, Bus Facility is extended to Huda City Centre Metro Station.
To ensure that an in-house table tennis room for students is developed for students who wishes to develop their expertise in it.	As a result of the efforts made by the IQAC, an in-house Table-Tennis room is developed in New Campus of the college.
To ensure that every effort is made in enhancing the green area in the City Campus.	As recommended by the IQAC, the green area inside the College City 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 for further necessary actions.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	01	--	01	--
UG	05	--	04	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	06	--	05	--
Interdisciplinary	02	--	02	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **PG = 01 (CBCS)**
   (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.

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	03	04	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

04

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
	10								10

2.4 No. of Guest and Visiting faculty and Temporary faculty

		28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	1
Presented papers	3	24	-
Resource Persons	-	-	-

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

Group Discussions, Seminars, Workshops, Power Point Presentations.

2.7 Total No. of actual teaching days

during this academic year

184

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

--

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

80 %

2.11 Course/Programme wise distribution of pass percentage:

Examination: Dec. 2016

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I Sem	171	-	4.68	6.43	0.58	11.70
BA III Sem	83	-	1.20	7.23	-	8.43
BA V sem	58	-	5.17	3.45	-	8.62
B.Com I Sem (A)	89	-	19.10	20.22	-	39.33
B.Com III Sem (A)	70	-	15.71	21.43	-	37.14
B.Com V Sem (A)	62	1.61	38.71	20.97	-	61.29
B.Com I Sem	89	-	6.74	3.37	-	10.11
B.Com III Sem	54	-	5.56	16.67	-	22.22
B.Com V Sem	62	-	11.29	6.45	-	17.74
B.Sc. I Sem	72	-	2.78	-	-	2.78
B.Sc. III Sem	8	-	-	-	-	-
BBA I Sem	33	-	-	-	-	-
BBA III Sem	11	-	54.55	9.09	-	63.64
BBA V Sem	28	-	82.14	17.86	-	100.00
BCA I Sem	45	-	4.44	2.22	-	6.67
BCA III SEM	10	-	10.00	-	-	10.00
BCA V Sem	22	-	27.27	-	-	27.27
M.Com I Sem	56	19.64	51.79	5.36	-	76.79
M.Com III Sem	55	1.82	69.09	12.73	-	83.64

Examination: May. 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA II Sem	162	-	3.70	3.09	0.62	7.41
BA IV Sem	80	1.25	10.00	5.00	1.25	17.50
BA VI sem	58	-	13.79	-	-	13.79
B.Com II Sem (A)	89	1.12	41.57	14.61	-	57.30
B.Com IV Sem (A)	70	-	28.57	15.71	-	44.29
B.Com VI Sem (A)	62	-	30.65	14.52	-	45.16
B.Com II Sem	89	-	16.85	8.99	-	25.84
B.Com IV Sem	54	-	12.96	11.11	-	24.07
B.Com VI Sem	62	-	11.29	17.74	-	29.03
B.Sc. II Sem	67	-	5.97	-	-	5.97
B.Sc. IV Sem	8	-	-	-	-	-
BBA II Sem	27	-	18.52	18.52	3.70	40.74
BBA IV Sem	11	-	63.64	9.09	0.00	72.73
BBA VI Sem	28	-	7.14	35.71	7.14	50.00
BCA II Sem	45	-	6.67	-	-	6.67
BCA IV SEM	8	-	25.00	-	-	25.00
BCA VI Sem	22	-	22.73	40.91	9.09	72.73
M.Com II Sem	56	-	51.78	41.07	-	92.85

		7.41	68.51	12.96	-	88.88
M.Com IV Sem	54					

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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
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	-	2
Technical Staff	8	6	-	11

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 for which duty leave is provided.
2. Encouraging the faculty to pursue doctoral work in their respective subjects.
3. Encouraging the department to organize National Level Seminars/workshops in the institution.

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	13	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 *(other than compulsory by the University)*	-	-	-	-
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 | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | UGC |

3.10 Revenue generated through consultancy | Nil |

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 | 63 | State level | -- |

National level | -- | International level | -- |

3.22 No. of students participated in NCC events:

University level [   ]   State level | 41 |

National level | 08 | 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 | 31 | International level | -- |

3.25 No. of Extension activities organized

University forum | -- | College forum | -- |

NCC | -- | NSS | 02 | Any other | 05 |

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

- Celebration of National Voter's Day and Cashless Week on 25th Jan. 2017.
- Celebration of International Women's Day on 08th March 2017.
- Organised a Blood Donation Camp in the college campus on 22nd April 2017.
- Provided First Aid Training to 30 students of the college from 6th March to 09th March 2017 with the association of Red Cross Society Gurugram.
- Celebration of World AIDS Fortnight from 01st Dec. to 15th Dec. 2016.
- A Fortnightly awareness campaign was organised on HIV/AIDS from 12th to 26th January 2017.
- Celebration of World Health Day

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	28	--	College Management	28
Laboratories	07	01	College Management	08
Seminar Halls	01	01	--	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		30 UPS 625VA 29 Desktop Computers Three Projectors UPS 2000VA One Laptop One sound system Computer-Server 32 CCTV Cameras 3 Gensets 2 Sanitary Napkin Dispenser Machine	College Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		32,20,495		
Others (Office, Management Room, Staff Rooms, Departmental Rooms, Common Rooms, Library, etc.)	27	01	College Management	28

4.2 Computerization of administration and library

> All the enrollment data and examination of students is operated through the online portal provided by MDU, Rohtak. To digitalize the fee payment system, the college now accepts debit/credit card as well as payment through PAYTM. The data entry of the books in library has been filled in the software "Troodon" and is managed by the Librarian.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books	11856	2094696	711	199587	12547	2286769
Reference Books	238	66671	22	27463	260	94134
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	Depart-ments	Others
Existing	91	04	1 MBPS	--	--	04	04	--
Added	29	--	--	--	--	--	--	--
Total	120	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. WIFI routers were updated and 12 new routers were installed.
>
> 2. College made a tie up with PAYTM and fee were collected using Debit Card / PAYTM / UPI / etc.
>
> 4. Website was revamped with updated content and interactive tools.
>
> 5. GSuite was procured through which official E-mail ID's were distributed to the staff for effective dispersal of tasks and communication.
>
> 6. "Awareness on Digitization for teaching and non-teaching" was conducted.
>
> 7. A session on Digital Payment system was conducted for the students.
>
> 8. Online Enquiry/Suggestion form was created for the students and staff.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   16,09,466

                  15,45,825

ii) Campus Infrastructure and facilities

iii) Equipments

10,76,731

iv) Others

40,05,975

Total :

82,37,997

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC suggested all the coordinators of various committees / societies to give exposure to the students regarding various opportunities and developments in their respective fields through college website.
- It is therefore recommended to prepare a report of the same and display all the activities on college website in the News Section.
- Students information system was enhanced with the procurement of SMS package, in which any important information regarding examination, attendance, or holidays can be sent to the students / concerned person on time.

5.2 Efforts made by the institution for tracking the progression

1. 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.

2. 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
1005	112	--	--

(b) No. of students outside the state   --

(c) No. of international students   --

Men
No	%
677	60.60

Women
No	%
440	39.40

Last Year						This Year					
General	SC	ST	BC	Physically Challenged	Total	General	SC	ST	BC	Physically Challenged	Total
352	158	-	475	2	987	366	176	-	575	-	1117

Demand ratio   1 : 0.89

Dropout %   UG –20.06 %
PG – 05.10 %

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 internally by the faculty as well as by external experts.

No. of students beneficiaries

Data not available

5.5 No. of students qualified in these examinations

NET `--` 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.
- Orientation program was organised at the beginning of the session for first year students in which career opportunities after graduation were discussed.
- Students were guided with regard to preparation for various competitive examinations and books were made available in the library to prepare for the same.
- External experts were invited to address students for career counselling.

No. of students benefitted

>800

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	35	18	--

5.8 Details of gender sensitization programmes

- International Women Day was celebrated on 08-03-2017.
- Two Sanitory Napkin Disposal machine was installed in both of college campuses to address the need of the girls' students.

5.9 Students Activities

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

State/ University level | 55 | National level | -- | International level | -- |

No. of students participated in cultural events

State/ University level | 01 | National level | -- | International level | -- |

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

Sports : State/ University level | 03 | 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	175	23,40,410
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 | 06 |

5.13 Major grievances of students (if any) redressed: None

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.
- Students are encouraged to give presentations using PPT through Paper presentation competitions.

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.
- Class tests and assignments have been made an essential component of evaluation system and HOD of each department gives feedback for improvement.

6.3.4   Research and Development

- The faculty is encouraged to organize Institutional / National level seminar in the college to inculcate a research atmosphere.
- 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

The college regularly updates its existing ICT, Library, admin office and Seminar room and class room as per the latest requirements and suggestions by the faculty / 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.
- Various extracurricular Committees were formed to effectively distribute the duties to the staff and cater the needs of the students in different arenas.

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	• 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	• Free uniforms to the class IV employees twice a year. • Provision of loan against PF as per Haryana Govt. norms.
Students	• 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

- Awareness program on Digital Payment system was conducted for the staff.
- GSuite was procured for effective communication system between teaching and non-teaching staff through official emails.

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

- Awareness programms on "Environment Protection"
- Usage of energy efficient LED lightening system in its newly constructed building.
- Installation of N-Computing to reduce e-waste and energy cost.

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.

- To address the need of students of B.A. a Geography lab was setup with all the facilities required for its operation.
- In addition, to improve the IT tools in the college, 25 new desktops were procured for the computer lab.
- To support the students in extracurricural activities a Table Tennis room was purchased and a room for the same was established.
- The Bus facility has now been extended to Gurugram till Huda City Centre Metro Station.
- As most of the girls' has been facing issues related to female hygiene, the college installed two Sanitary Napkin Dispensor at both of its campuses.

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

1. As recommended by the IQAC, the college approached the MDU Rohtak and DGHE Panchkula and got the approval to introduce three new courses in the college campus viz. B.Com. (H), M.A. (Geography), M.A. (Economics) and an additional section for M.Com.
2. As advised, a National Level Seminar was conducted by the Dept. of Political Science on the topic of "Concept of Nation-State & Problem of National Integration".
3. As suggested, the college organised an Alumni Meet to have a reunion of the past students and received their valuable feedbacks.
4. To address the problem of weakening current affairs and general knowledge in students, General Knowledge and Awareness session has been organized on weekly basis.
5. To cater the problems faced by students who comes from Gurugram, the Bus facility has now been extended to Huda City Centre, Metro Station, Gurugram.
6. Sports facility has been enhanced by introducing a new Table Tennis room in the New Campus.

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

The two best practices are:
1. General Awareness Sessions
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.
- Rain water harvesting has been installed in its newly constructed building.

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

1. Strengths
   - Committed and Proactive Management
   - Open to new ideas and digitalization of administration
   - Proactive IQAC

2. Weakness
   - Government sanctioned teaching and non-teaching posts lying vacant.
   - Intake of students with inadequate learning skills, spoken English and communication skills.
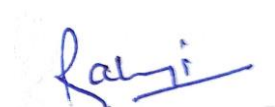
3. Opportunities
   - Opportunities to introduce newer courses in commerce as its demand is high
   - ICT tools can be enhanced

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

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

1. Introduction of new courses viz. B.Com. (H), M.A. (Geography), M.A. (Economics) and an additional section for M.Com.
2. Introduction of college Newsletter to highlight the activities and developments in the college.
3. Develop a Cricket Pitch to augment the sports facilities in the college.
4. To organize a prize distribution day for the students who are placed in University Merit list and has received medals/awards at State/National level in extracurricular activites.

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

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

Ucc-5093
25/4/16

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, B.Arch, M.Arch. and M.Tech Courses) during the session 2016-17 as under:-

FOR UNDER –GRADUATE COURSES (ODD SEMESTER)

Admissions	01.07.2016 to 15.07.2016
Teaching	16.07.2016 to 27.10.2016
Vacation-I	**28.10.2016 to 03.11.2016**
Teaching	04.11.2016 to 18.11.2016
Examinations	19.11.2016 to 18.12.2016
Winter Vacation	19.12.2016 to 31.12.2016

EVEN SEMESTER

Teaching	02.01.2017 to 09.03.2017
Vacation-II	**10.03.2017 to 16.03.2017**
Teaching	17.03.2017 to 29.04.2017
Examinations (except 6th Semester)	01.05.2017 to 28.05.2017
Examination 6th Semester	20.04.2017onwards
Practical Examinations	After Theory Examinations
Summer Vacation *(2016-17)*	**18.05.2017 to 30.06.2017**
Summer vacations (2015-16)	**18.05.2016 to 30.06.2016(already notified)**

The Academic Session 2017-18 will start from 01-07-2017

FOR POST-GRADUATE COURSES (ODD SEMESTER)

Admissions	01.07.2016 to 21.07.2016
Teaching	22.07.2016 to 27.10.2016
Vacation-I	**28.10.2016 to 03.11.2016**
Teaching	04.11.2016 to 18.11.2016
Examinations	19.11.2016 to 18.12.2016
Winter Vacation	**19.12.2016 to 31.12.2016**

EVEN SEMESTER

Teaching	02.01.2017 to 09.03.2017
Vacation-II	**10.03.2017 to 16.03.2017**
Teaching	17.03.2017 to 29.04.2017
Examinations	01.05.2017 to 28.05.2017
Practical Examinations	After Theory Examinations
Summer Vacation *(2016-17)*	**18.05.2017 to 30.06.2017**
Summer vacations (2015-16)	**18.05.2016 to 30.06.2016(already notified)**

The Academic Session 2017-18 will start from 01.07.2017

Contd……..

Annexure-III

Calendar of Activities (2016-17)			
July			
		Action to be taken by	**Week/Date**
Academic Activities			
1	Admissions	Admission Committees	July 1 to 15
2	Preparation of Time Table	Time Table Incharges	2nd Week
August			
Academic Activities			
1	Orientation Programme for Fresher's	Dr. M.S Khatri/ Dr. S.P Monga	2nd week
3	Academic Committee Meeting	Dr. M.S Khatri	2nd Week
Sports Activities			
1	Cricket Match City V/s New Campus 12 overs	Mr. Jagmal Singh	4th Week
September			
Academic Activities			
1	Celebration of Science foundation day	Dr. Amit Kumar	04-Sep
2	Teachers day	Dr. S.P Monga	05-Sep
3	Celebration of Hindi Diwas	Dr. Madhu Gupta	2nd week
4	Paper Presentation (Science)	Dr. Amit Kumar	3rd week
5	Declamation (Commerce)	Dr. Rita Ahuja	4th week
6	IQAC Meeting	Dr. M.S Khatri	3rd Week
Co-Curricular Activities			
1	Preparation of Youth Festival	Dr. Madhu Gupta	Sep/Oct
Sports Activities			

1	Kabaddi (Inter Classes competition)	Mr. Jagmal Singh	3rd Week

October			
Academic Activities			
1	Group Discussion (Science)	Dr. Amit Kumar	3rd week
2	Youth Festival	Dr. Madhu Gupta	2nd /3rd week
3	Group Discussion, Paper presentation (Economics)	Mrs. Rohini Jha	3rd week
Co-Curricular Activities			
1	Participation in Youth Festival	Dr. Madhu Gupta	2nd /3rd week
2	Career Counselling	Ms. Neha Gupta	3rd Week

December			
Academic Activities			
1	NSS Camp	Dr. Rakesh Kumar	4th Week
2	Awareness Session on Digitalization	Dr. S.P. Monga	1st Week
Co-Curricular Activity			
1	NSS Camp	Dr. Rakesh Kumar	Last Week

January			
Academic Activities			
1	National Voter's Day	Dr. Rakesh Kumar	3rd Week
2	Quiz Competition (Management)	Mrs. Supriya	4th Week
Co-Curricular Activities			
3	Teacher Training Programme	Dr. M.S Khatri	2nd Week

February			
Academic Activities			
1	G.K (Computer Application)	Ms. Narita Ahuja	2nd week
Co-Curricular Activities			
2	Medha Utsav	Mrs. Rohini Jha	3rd Week

3	Guru Pooja Diwas Celebration	Dr. S.P. Monga	3rd Week
4	National Science Day	Dr. Amit Kumar	4th Week
5	Trip for students	Ms. Neha Gupta	3rd Week
March			
Academic Activities			
1	Quiz Competition (Science)	Dr. Amit Kumar	2nd week
2	G.K. Session	Ms. Gomathy and Ms. Himani	2nd and 4th week
3	Debate Competition	Ms. Supriya	Last week
4	Paper Presentation and Quiz competition (Economics)	Mrs. Rohini Jha	1st week
Co-Curricular Activities			
5	International Women's Day	Ms. Prerna Sharma	2nd week
6	National Seminar	Dr. Rakesh Kumar	Last Week
April			
Academic Activities			
1	Feedback session (Science)	Dr. Amit Kumar	1st week
2	Weak Students classes (Commerce)	Dr. Rita Ahuja	3rd week (if any)
3	Feedback session (Economics)	Mrs. Rohini Jha	1st week
4	Feedback session (Management)	Mrs. Supriya	1st week
Co-Curricular Activities			
1	Alumni Meet	Dr. S.P. Monga	1st Week
2	Celebration of World Health Day	Ms. Neha Gupta	1st Week
3	Blood Donation Camp	Dr. Rakesh Kumar	3rd Week
May / June			
Academic Activities			
1	Campus Placements	Ms Narita Ahuja	Last week

Annexure-IV

Student Feedback Analysis (2016-17)

S.No.	QUESTION	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE
1	When you compare yourself with other counterparts from other colleges, you feel that you got the most of the facilities and some additional which is not available in other colleges	4	27	13	12	0
2	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspectives)	15	36	5	0	0
3	Applicability/relevance to real life situations	17	27	12	0	0
4	Depth of the course content	22	28	6	0	0
5	Syllabus is sufficient to make you analyse the problems and its suitable solution	26	21	9	0	0
6	Relevance for implementation in projects/internships	26	20	10	0	0
7	Compatability with industry standards	16	34	5	1	0
8	Overall rating	24	23	9	0	0
	Total	**150**	**216**	**69**	**13**	**0**

Parent Feedback Analysis (2016-17)

S.No.	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	Do you think that teaching facilities are adequate in the college for your ward?	8	8	8	0
2	Do you feel that classes are held regularly and syllabus is completed as reported by your ward?	3	13	8	0
3	Do you find college atmosphere is supportive in overall development of your ward?	3	10	11	0
4	Do you find your interaction with faculty as meaningful?	2	14	4	4
5	Are you satisfied with the discipline in college?	4	11	7	2
6	Do you feel college is supportive to your ward in extracurricular activities?	3	7	11	3
7	Do you find that the fee structure of the college is reasonable?	7	4	11	2
8	Do you feel that your ward receive adequate library facilities?	6	9	8	1
9	Are you satisfied with the infrastructure and its maintenance in the college?	4	9	9	2
10	Rate the overall contribution of the college to the development of your ward?	10	7	7	0
	Total	**50**	**92**	**84**	**14**

Alumni Feedback Analysis (2016-17)

S.No.	QUESTION	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1	How do you rate the infrastructural changes in the college?	28	19	9	1
2	How do you rate the educational contribution of the college in sohna and its adjacent areas?	30	18	3	6
3	Whether your college education has contributed to your overall standing /social status in society?	30	18	9	0
4	How the college education has helped you economically/ professionally?	21	25	6	5
5	Would you like to enroll your ward or suggest your near & dear one to get education from this college?	22	26	3	6
6	How do you rate the progress of the college after your passing out from the college?	30	18	7	2
7	How do you rate the teacher-taught relationship in the college?	35	20	2	0
8	How do you rate the co-curricular activities and sports facilities of the college?	21	19	13	4
9	How do you rate the overall reputation of the college?	33	16	8	0
	Total	**250**	**179**	**60**	**24**

Annexure-V

Best Practice 1

1. **Title**
   General Awareness Sessions

2. **The context required for initiation of the practice**
   The college has started a series of general awareness sessions for the students in order to have a grasp on general knowledge and current affairs which will assist them in various competitive examinations and interviews.

3. **Objectives**
   The practice will help the students to stay updated with the various activities going on in the country and the world. They will be more confident to face interviews and other competitive examinations through the knowledge gained by attending these sessions.

4. **The Practice**
   General awareness sessions were being held on every Saturday in which various topics and questions of general awareness and current affairs were being discussed with the help of PowerPoint presentations. In some of the presentations students were encouraged to prepare content and speak on the topic relevant to National/International issues.

5. **Obstacles faced if any and strategies adopted to overcome them**
   Prior knowledge of the students in not adequate and students have average understanding in preparing the content through PowerPoint presentations.

6. **Impact of the Practice**
   The level of general knowledge and current affairs in students was clearly visible. There was an increased participation of the students in such sessions over the time.

7. **Resources Required**
   Sufficient IT facilities for use by faculty for ppt are provided by the college and resources to obtain information about various topics are available in the college library and through internet.

Annexure-VI

Best Practice 2

1. **Title**
   Personality Development classes

2. **The context required for initiation of the practice**
   The personality development classes which have been introduced last year was found effective in inculcating survival skills among students. Hence, the college continued this practice for the first, second and final year students of all the courses to enhance and grooms their not only outer personality but inner self as well to bring about a positive change in their life.

3. **Objectives**
   The practice will help:
   - to improve the communication and interpersonal skills of the students
   - to imbibe positive traits
   - to grow in personal as well as professional spheres
   - to identify their strong areas that need extra refinement and weaknesses that are needed to be resolved

4. **The Practice**
   Two to three classes per week per class are being assigned to personality development department for all the courses. Numbers of activities have been increased from the previous year and interactive personality development seminars by external experts are now being organized for the growth of the students.

5. **Obstacles faced if any and strategies adopted to overcome them**
   More number of faculty was required to effectively address each and every class. Institutional level competitions is yet to be organised so that students can come out of their comfortable zones.

6. **Impact of the Practice**
   The students actively attended and participate in the personality development classes and sessions. Traits like positive attitude, creative and logical thinking, confidence and better communication skills have been developed in the students.

7. **Resources Required**
   The college makes provision for organizing various activities by the department of personality development.